



**Tiffany DuBose, R  
Principal Broker**

*Aloha*  
**Paradise Realty Inc.**

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## **Rental Procedures:**

If you are interested in a rental that is currently available through Aloha Paradise Realty: You can (a) fill out the Rental Application attached or (b) you can fill out the Rental Application online at [www.aprhi.com](http://www.aprhi.com), let me know which property you are interested in renting, follow the procedures listed below and we will process your application.

Applications are processed on a First Come, First Serve Basis. Processing of an application will take 24 to 48 hours from the time it is submitted. Applications will not be processed unless they are complete.

A Complete Application consists of the following:

1. Signed by any person over 18 years of age that will occupy the subject property.
2. Married couples must complete two applications; one per individual. Each applicant must sign the bottom of the application.
3. Social Security Numbers, Current Employment, Current and Past Landlord information must be provided. The more information on the application will assist in making a decision and processing time is shorter. Leaving blank sections may result in non-processing of an application.
4. If active duty military, a current LES must be included. Civilians must provide the last months (usually 2) pay stubs from Employer. If you are retired and/or receiving Social Security or another form of income please provide proof of such income by bank statement or other similar document.
5. Picture ID either in the form of a state id, military id, drivers license AND one other form of Identification (SS Card, Credit Card, etc) to be provided at the time of submitting the application. Copy to be taken after approval of application (at the time of signing your Rental Application).
6. Copy of Current Vehicle Registration and Insurance to be taken after approval of application (at the time of signing your Rental Application).
7. Processing Fee: \$10.00 per adult
8. All information can be provided via fax to 808.676.3412 or mailed/dropped off at our Office Waipio at 94-1036 Waipio Uka Street Suite 104C (to the right of Foodland in the Gentry-Waipio Center), Waipahu, HI 96797. Funds due can be mailed or dropped off.

Should you decide to submit your application via internet you are aware that the site is not a secure site. By reading these procedures and submitting your personal information via internet access you

simultaneously agree to hold Aloha Paradise Realty Inc. harmless of any personal information being compromised. To avoid this from happening it is recommended to submit all information via fax or dropping the information off in person, or at the very least, completing the application less any 'security sensitive' information and calling that information in after the fact to be added to your application. If you have any questions please call.

9. From the time you are notified that you have an accepted, complete application, you have 24 hours to respond on whether or not you will take occupancy of the home. From the time that you confirm that you will take occupancy of the home you have 24 hours to bring in your Security Deposit. These are maximum requirements. Security Deposit remittal and Occupancy date can coincide depending on any one particular homes/tenants situation.

If you have any questions or concerns please give us a call.

If there is any time between submitting your Security Deposit and taking occupancy of the Property: Once your Security Deposit has been collected the Property is considered "Rented". The Property is removed from "Active Advertising" and Potential Tenants are told that the home is no longer available. The Security Deposit is held as a security for the Property. Should you not take occupancy on the date agreed upon the Security Deposit will be held as Rent until the Property re-rents. Rent is pro-rated on a 30 day month regardless of the number of days in the particular month in question. Should a New Tenant take occupancy on or before the aforementioned date of occupancy you were supposed to move in on, there is no penalty. Example: (Scenario Base) Property is \$1000/mo Available as of January 1st. Your application is submitted on December 15th. You are approved. You submit your Security Deposit on December 20th. You are scheduled to take occupancy on January 10th. You change your mind and do not take occupancy. You tell Aloha Paradise Realty on January 1st you will not be taking occupancy. (Scenario 1) Aloha Paradise Realty finds, processes and accepts a New Tenant to take occupancy on or before January 10th. No penalty; Full Security Deposit is refunded to you. (Scenario 2) Aloha Paradise Realty finds, processes and accepts a New Tenant to take occupancy on January 15th. You are responsible for 5 days of rent.  $\$1000 / 30 \text{ days} = \$33.34 \text{ per day}$ . The penalty deducted from your Security Deposit is \$166.70 (even though January has 31 days).

If you have any questions or concerns please give us a call. For an updated list of available rentals and interior photos of most, please visit:  
[www.APRHI.com](http://www.APRHI.com)

I/We, \_\_\_\_\_ have received and read the two page Rental Procedures (outlined above).

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date



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**NOTICE TO APPLICANT**

This application may be submitted to TenantCheck for verification. Please furnish all information requested. Use another sheet of paper if needed. You must sign this application on page 2. Screening services provided by UniCheck.

FOR RENTAL UNIT LOCATED AT:				FIRM TELEPHONE <b>(808) 676-3400</b>			
APPLICANT NAME		CONTACT TELEPHONE ( )		SOCIAL SECURITY NO	DATE OF BIRTH / /		
HOW LONG IN HAWAII YRS. MOS.	SPOUSE'S NAME (REQUIRED FOR CREDIT INFORMATION)			SOCIAL SECURITY NO	DATE OF BIRTH / /		
PROPOSED OCCUPANTS	OTHER OCCUPANT NAME			SOCIAL SECURITY NO	DATE OF BIRTH / /		
	OTHER OCCUPANT NAME			SOCIAL SECURITY NO	DATE OF BIRTH / /		
HOUSING DATA	PRESENT ADDRESS		FROM	LANDLORD	TELEPHONE ( )	RENT PAID \$	
	CITY/STATE ZIP CODE		WHY ARE YOU MOVING?				
	PREVIOUS ADDRESS		FROM	LANDLORD	TELEPHONE ( )	RENT PAID \$	
	CITY/STATE ZIP CODE		WHY DID YOU MOVE?				
EMPLOYMENT DATA	EMPLOYER		ADDRESS		SUPERVISOR	TELEPHONE ( )	
	POSITION HELD	HOW LONG AT JOB?	SALARY	HOUSING ALLOWANCE AMOUNT		ROTATION DATE	
	PREVIOUS EMPLOYER		DATE EMPLOYED	POSITION HELD	SALARY	TELEPHONE ( )	
	SPOUSE'S EMPLOYER		SUPERVISOR	POSITION HELD	SALARY	TELEPHONE ( )	
	OTHER INCOME	SOURCE	D.S.S. ASSISTANCE	AMOUNT	WORKER'S NAME	UNIT	
BANK DATA	BANK NAME		BRANCH	SAVINGS ACCT. NO.	CHECKING ACCT. NO.		
	BANK NAME		BRANCH	SAVINGS ACCT. NO.	CHECKING ACCT. NO.		
CREDIT AND LOAN DATA	FIRM NAME		BRANCH	ACCT. NO.	AMOUNT	MO. PAYMENT	LOAN TYPE
	FIRM NAME		BRANCH	ACCT. NO.	AMOUNT	MO. PAYMENT	LOAN TYPE
	AUTO (YEAR)	MAKE	MODEL	STATE	LICENSE	MO. PAYMENT	
PERSONAL REFERENCES	NAME OF NEAREST LIVING RELATIVE		RELATIONSHIP	ADDRESS		TELEPHONE ( )	
	PERSONAL REF. #1 (HAWAII RES.)		TELEPHONE ( )	PERSONAL REF. #2 (HAWAII RES.)		TELEPHONE ( )	
RENTAL INFORMATION	IN CASE OF EMERGENCY, NOTIFY:		RELATIONSHIP	ADDRESS		TELEPHONE ( )	
	RENTAL TERM FROM: TO:		MONTHLY RENT		SECURITY DEPOSIT		

