

## Rental Application

Address of rental property: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
 Application fee received: \$ \_\_\_\_\_ By: \_\_\_\_\_ Desired Move in date: \_\_\_\_\_  
 Total # adults with this lease: \_\_\_\_\_

**Please complete one application per adult (over the age of 18).  
 Fill out each blank completely. Write "N/A" if not applicable.**

**APPLICANT:** \_\_\_\_\_  
**SS#:** \_\_\_\_\_ **Birthday:** \_\_\_\_\_  
 Driver's License #: \_\_\_\_\_ State of Issue: \_\_\_\_\_  
 Identification: \_\_\_\_\_ Other: \_\_\_\_\_  
 Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_  
 Work address: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Position: \_\_\_\_\_ How long at job? \_\_\_yrs\_\_\_mos Hrs/week: \_\_\_\_\_  
 Gross Monthly Income: \$ \_\_\_\_\_  
 Military: *Commanding Officer:* \_\_\_\_\_ *Phone:* \_\_\_\_\_ *Housing Allowance:* \$ \_\_\_\_\_  
 Source of Other Income: \_\_\_\_\_ Amt.: \$ \_\_\_\_\_

*Please attach verification of income (ie. paystubs). If self-employed, please provide copies of your past two (2) years Schedule C.*

**CURRENT ADDRESS:**  
 Street: \_\_\_\_\_ Apt # \_\_\_\_\_  
 City/ State / Zip: \_\_\_\_\_  
 Dates occupied: From \_\_\_\_\_ to \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
 Reason for moving: \_\_\_\_\_  
 Rent or Own? \_\_\_\_\_ Landlord's name, if rented: \_\_\_\_\_  
 Landlord's Phone: \_\_\_\_\_  
 28-day notice given to Landlord/When? \_\_\_\_\_ Do you pay on time? \_\_\_\_\_  
 Are you being evicted? \_\_\_\_\_

**Previous address:** *(If at current address less than 2 years or if the current landlord is a relative):*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Dates occupied: From \_\_\_\_\_ to \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
 Reason for moving: \_\_\_\_\_

Applicant's Initials & Date \_\_\_\_\_

**Criminal Convictions:** No \_\_\_\_\_ Yes (please explain) \_\_\_\_\_  
Have you ever been charged or convicted for dealing or manufacturing illegal drugs? \_\_\_\_\_  
Have you ever been charged or convicted for a burglary or robbery? \_\_\_\_\_  
Have you ever been charged or convicted for a sexual assault, child molestation or battery? \_\_\_\_\_  
Is there anything else you would like to tell us that we may find out about later? \_\_\_\_\_

**Any credit history problems:** No \_\_\_\_\_ Yes (please explain) \_\_\_\_\_  
Have you ever been evicted? \_\_\_\_\_ Have you ever filed for Bankruptcy? \_\_\_\_\_  
If so, when and why: \_\_\_\_\_  
Have you ever been more than 5 days late with your rent payments? \_\_\_\_\_

**Personal Reference:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**In Case of Emergency, notify:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone Numbers: (H) \_\_\_\_\_; (W) \_\_\_\_\_; (C) \_\_\_\_\_

**OTHER TENANTS (under 18 years of age):** \_\_\_\_\_

Desired Move in Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Lease terms: \_\_ 6 mos \_\_ One year (Check one)  
Other: \_\_\_\_\_

**\*\*Please return this completed form along with a \$25.95 US money order, cashier check, or cash payment per each adult applicant. \*\*  
(Personal check will not be accepted)**

I authorize you to verify the information above and I understand that, should you have to call the mainland for such verification; I will be charged the cost of the call. I understand that as a tenant, should I cause a financial loss to my landlord at any time during the course of my lease, my name may be placed in the negative files of credit reporting bureaus and such information will be furnished to any subscriber who has a bonafide and legal need to make an inquiry. I also understand that causing a financial loss may limit my ability to obtain credit or lease other dwelling units. I also understand that failure to disclose information or providing false or misleading information may result in the immediate termination of my lease.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Lava Rock Realty, LLC. Real Estate and Management Company qualifies all applicants based on verifiable income, current employment history, and credit. All applicants must reside in the unit to be leased and may not sublease the unit. We support your right to a fair and equal opportunity to obtain and remain in the housing of your choice.

Applicant's Initials & Date \_\_\_\_\_



## Tenant Criteria and Screening Process

*Please review our criteria and if you feel you meet these criteria, please apply. There is an application fee of \$25.95 per applicant (age 18 or older) payable by cash, money order or cashier check only (No personal check).*

1. **Application must be complete.** Complete information for any adult (18 years of age or older) must be provided. If a line isn't filled in or explained satisfactorily, we will return it to you.
2. **Two pieces of ID must be provided.** We require a photo ID (driver's license or other government issued photo identification card) and a second piece of ID as well for each adult listed on the application. Present with completed application.
3. **Rental history must be verifiable.** If you are related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least two previous landlords, we may require a qualified co-signer on your rental agreement. It is your responsibility to provide us with the information necessary to contact your past landlords. If you owned rather than rented your previous home, you will need to provide proof of title ownership or transfer.
4. **Income/Resources must be sufficient.** We must be able to verify independently the amount and stability of your income (ie. pay stubs, employer/source contacts, or tax records. If self-employed: business license, tax records, bank records).
5. **Criminal convictions for certain types of crimes will result in the denial of your application.** You will be denied rental if, during a reasonable time before the admission decision, you had a conviction for any type of crime that would be considered a serious threat to real property or to other residents' peaceful enjoyment of the property. This includes but is not limited to drug-related criminal activity and violent criminal activity.
6. **Certain court judgments may result in denial of your application.** If, in the past five years, you have been through a court ordered eviction or had any judgment against you for financial delinquencies, your application may be denied. This restriction may be waived if there is no more than one instance, the circumstances can be justified or you provide a qualified co-signer on your rental agreement.
7. **Poor credit history may result in denial of your application.** We will check your credit report. Occasional late payments will be acceptable provided you can justify the circumstances.
8. **Poor references from previous landlords may result in the denial of your application.** Your application will be denied if previous landlords report significant levels of noncompliance for activities including but not limited to: repeated disturbances of the neighbor's peace; reports of gambling, prostitution, drug dealing or manufacturing; damage to property beyond normal wear and tear; reports of violence or threats to landlords or neighbors; allowing persons not on the lease to reside on premises without landlord's consent; failure to give proper notice when vacating the property. You will be turned down if a previous landlord would be disinclined to rent to you again for any reason pertaining to the behavior of yourself or others allowed on the property.
9. **False information is ground for denial.** You will be denied rental if you misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.

**Lava Rock Realty, LLC, Real Estate and Management Company seeks to provide equal housing opportunities and does not discriminate on the basis of race, sex, color, religion, marital status, familial status, ancestry, disability, age, or HIV infection.**

I acknowledge that I have read and understood the above.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date



EQUAL HOUSING  
OPPORTUNITY

## FAIR HOUSING COMPLIANCE

### Lava Rock Realty, LLC, supports your right to a fair and equal opportunity to obtain and remain in housing of your choosing

The 1968 Fair Housing Law provides protection against the following acts of discrimination, if they are based on race, color, sex, religion, handicap, familial status, or national origin. Therefore, doing any of the following is an illegal and discriminatory practice:

1. Refusing to sell or rent, deal or negotiate with any person;
2. Discriminating in terms or conditions for buying or renting housing: also retaliating against someone who files a complaint of discrimination;
3. Discriminating by advertising that housing is available only to persons of a certain race, color, sex, religion, handicap, familial status, or national origin;
4. Denying that housing is available for inspection, sale or rent when it actually is available; and "steering" certain buyers into or away from certain areas for discriminatory reasons;
5. Blockbusting, ie., for profit, persuading owners to sell or rent housing by telling them that minority groups are moving into the neighborhood (also called "panic Peddling");
6. Denying or making different terms or conditions for home loans by commercial lenders, such as banks, savings and loan associations, and insurance companies; including "redlining", the practice of not making loans in certain areas, as in ghetto areas;
7. Denying to anyone the use or participation in any real estate service, such as brokers' organizations, multiple listing services or other facilities relate to the selling or renting of housing.
8. Refusing to permit at the expense of a handicapped person, reasonable modifications of existing premises. Can refuse only if tenant refuses to restore, and modification would interfere with enjoyment of next tenant; landlord can't raise security deposit to assure that restorations are made;
9. Refusal to sell or rent housing due to the presence of children in the family, pregnancy or pending adoption. Still recognizes limits on number of occupants per unit under state and private regulation;
10. Refusal to deal with handicapped persons, which are those with physical or mental impairment, which include, cancer, AID, HIV, alcoholism, speech, former drug use, and visual or hearing impairment (It does not include current drug use, or a current drug dealer).

**If you have any questions or require additional information about your fair housing rights, you may call the STATE FAIR HOUSING OFFICE at (808) 768-7751. If you believe that you have been, presently are or may be a victim of housing discrimination, you should call:**

**Hawaii State Civil Rights Commission**  
OAHU (808) 586-8636  
HAWAII Island (808) 974-4000, Ext. 6-8636  
KAUAI (808) 274-3141, Ext. 6-6863  
MAUI (808) 984-2400, Ext. 6-8636  
MOLOKAI and LANAI 1-800-468-4644, Ext. 6-8636  
or  
U.S. Department of Housing & Urban Development  
(808) 522-8182, Ext. 269



I acknowledge that I have read and understood the above.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## Credit Authorization

We have applied for a rental agreement. As part of the application process, LAVA ROCK REALTY, LLC (LRR), or its designated representatives may verify information contained in our rental application and in any other documents connected with the rental.

We authorize LAVA ROCK REALTY, LLC (LRR), or its designated representatives, to verify any and all information and documentation contained in the application at any time. Such information includes, and is not limited to, verification of employment, income, bank accounts, credit history, and copies of tax returns.

We further authorize LAVA ROCK REALTY, LLC (LRR), or its designated representatives to release credit, income, assets and liability information to our agent, their sub-agent, and/or owner for the purpose of monitoring the status of the rental we are applying for.

A photocopy of this signed authorization may be deemed to be the equivalent of the original and shall be as effective consent as the original which we have signed.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent

Lava Rock Realty, LLC

\_\_\_\_\_  
Date