



MARIE HANSEN PROPERTIES, Inc.

615 PIKOI ST. SUITE 2020 • HONOLULU, HI 96814

TEL: 808-591-1110

APPLICATION INSTRUCTIONS

Thank you for applying for one of our rental properties. Attached is our rental application. The following is an explanation of our application process:

- Each applicant and occupants 18 years or older must complete a rental application (married couples may complete one application).
- Fully complete, sign and date the rental application. If any information is missing from the application (i.e., telephone numbers, previous landlord’s name, signatures, etc.), it will not be considered complete and will not be processed. Application must be signed and dated.
- Co-signers/guarantors for an applicant must complete their own application and be a Hawaii state resident.
- A credit report will be run for every applicant.
- It is vital that we be able to contact your references. Please provide preferred calling times and numbers, and inform your references that they will be called. We prefer contact info to also include a verifiable landline in addition to cellular number.
- Any additional information you can provide us will be welcomed (i.e., letters of reference, etc.), or if you have any issue affecting your application that you would like to explain or clarify, you may provide a written explanation or discuss it with us privately.
- Once a completed application is submitted, please allow time for processing—usually at least 48 hours. Processing time will vary depending on the number of applications received.
- Applications can be faxed to our office at (808) 591-9780, or they can be delivered to our office at 615 Piikoi St., Suite 2020, Honolulu, HI 96814. Office Hours are Monday thru Friday: 8:30a to 5:00p.

EVALUATION CRITERIA:

Employment: Are you gainfully employed at a permanent/long-term position?

Income: Is your income sufficient to cover all of your expenses and also pay your rent and utilities in a timely manner, on a long-term basis?

Credit History: Does your credit history show that you are financially responsible and that you pay your debts on time? Credit reports must have an EMPIRICA or FICO score of 675 or better.

Prior Landlord References: Prior landlord references are extremely important, therefore provide as many as you have available, complete with addresses, telephone numbers, and other contact information. Use additional pages, if required.

Personal References: Personal references are very important. We prefer to have professional, work, community, and similar references rather than personal friends and relatives. Use additional pages, if required.

Prospective Tenant’s FULL Signature and Date

Property Location/Address

Marie Hansen Properties, Inc., and all of its agents strongly support ALL federal, state, and county fair housing and anti-discrimination laws.

www.mariehansenproperties.net



