

Rent	\$	
Appl. Fee	\$	
Move-In Date		
PM	Gilbert	

RENTAL APPLICATION GUIDELINES

Applicant's Name:	Date:
Property Applying For:	

POLICIES AND PROCEDURES

Qualified applicants should have all of the following:

- A **clear** credit record
- **Proof** of monthly income approximately 3 times the monthly rental amount
- **Good** personal, employment and landlord references
- **Valid** photo identification (driver's license, military I.D. or state I.D.)

Each **adult** (18 years or older) who intends to live at the property **MUST** complete and sign a separate application and pay an application fee. Processing will not begin until the application is complete and the fee has been paid.

We may also ask for the following information:

In some cases, we may require last year's W-2 form and your two most recent pay stubs.

If you are self-employed or retired, we will require the last two years' tax returns, bank statements showing monthly income, or similar documents to verify your current financial situation.

HOW TO APPLY

All pages of the application must be completely filled out, signed and dated by applicant. Documentation and correct reference names and phone numbers must be provided so that we can verify your income and references. Application processing normally takes one to three business days. **Applications received without all the necessary information are considered incomplete and will not be processed until everything has been submitted.** You will be notified as soon as your application has been reviewed and accepted.

WHAT WE NEED FROM YOU

1. **Application Fee of \$20.00 for each adult (U.S.) or \$25.00 for each adult (Canadian).** This fee is nonrefundable.
2. **Income Verification:** last year's W-2 and your two most current pay stubs or last two years' tax returns.
3. After an application is accepted, we require that the **SECURITY DEPOSIT**, equal to one month's rent, be paid in full by **CASHIER'S CHECK OR MONEY ORDER** prior to renting. The Security Deposit must be paid within 24 hours of notification that your application has been approved. No properties will be held vacant for a period longer than 14 days. Please make your check payable to Mission Oahu, CCoC, Inc. The first month's rent (due at lease signing) must also be in the form of a **CASHIER'S CHECK OR MONEY ORDER.**

APPLICANT'S PERSONAL AND CREDIT INFORMATION
(Complete separate application for each tenant.)

Applicant (Please print)				Social Security No.	
First	Middle	Last		Driver's License No.	State
Present Address			City/State/Zip		
Res. Phone		Cell Phone		Bus. Phone	
Fax. Phone		Email:			
Additional Occupant			Relation	Social Security No.	
Additional Occupant			Relation	Social Security No.	
Additional Occupant			Relation	Social Security No.	
Additional Occupant			Relation	Social Security No.	
How long at present address?	Landlord or Agent			Phone	Rent amount
Why are you moving?				Pets?	
Previous Address			City/State/Zip		
How long at previous address?	Landlord or Agent			Phone	Rent amount
Why did you move?					
Car Make	Year	Model	Color	License No.	
Car Make	Year	Model	Color	License No.	

	PRESENT OCCUPATION*	PRIOR OCCUPATION
Occupation		
Employer		
Self-employed, dba**		
Business Address		
Business Phone		
Type of Business		
Position Held		
Name/Title of Superior		
Hire Date		
Monthly Gross Income		

* If employed less than two years, provide information on prior occupation.

** If self-employed, you will need a copy of the last two years of income tax returns and documentation for the current year, i.e., bank statements, etc.

Bank Name	Branch	Savings Account No.	Checking Acct. No.
Name of Nearest Living Relative	Relationship	Address	Telephone No.
1. Personal Reference (Hawaii Resident)	Telephone No.	2. Personal Reference (Hawaii Resident)	Telephone No.
In Case of Emergency, Notify	Relationship	Address	Telephone No.

- | | |
|---|--------|
| 1. Have you ever filed a petition of bankruptcy? | Yes/No |
| 2. Have you ever been evicted from any tenancy or had an eviction notice served on you? | Yes/No |
| 3. Have you ever willfully and intentionally refused to pay any rent when due? | Yes/No |
| 4. Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? | Yes/No |
| 5. Are you a current illegal abuser or addict of a controlled substance? | Yes/No |
| 6. Have you ever been arrested for or convicted of the illegal manufacture or distribution of a controlled substance? | Yes/No |

If you answered "yes" to any question above, please explain below:

Central Church of Christ reserves the right to deny rental applications or tenancy to any person convicted of a crime involving the sale of unlawful drugs, violence, threats of violence, moral turpitude or abuse of minors, and further reserves the right to confirm the accuracy of an applicant's statements with respect to criminal history.

By signing below, I acknowledge that I have read and understood this application. I authorize Central Church of Christ, to verify all information contained in this application including credit, landlord, employment and income information. If my application is approved, I further authorize Central Church of Christ to answer questions regarding my resident history with future landlords.

I declare that the information I have supplied here is true and correct and I agree that the Landlord may terminate any Rental Agreement or other agreement entered into with me in reliance on false or misleading statements I have made above.

Applicant Print Name Here

Applicant Signature

Date

NOTE: In order to provide equal opportunity and a fair environment for all applicants who apply for properties managed by Central Church of Christ, please note: In the case of multiple applications that receive preliminary credit approval, the final selection will be made via the following evaluations:

Which Applicant

- has a higher credit score,
- has a better income to debt ratio or more "disposable" income,
- has better landlord references,
- is available to move in sooner,
- has pets vs. no pets and the type of breed.

The results of all of the 5 questions above will be weighed in making the determination for which applicant is ultimately accepted. The application fee is refundable only if another applicant is approved to rent the dwelling before checking your credit history. Otherwise, the fee is entirely non-refundable.

Disclaimer: Occasionally properties may not be available for occupancy on the day advertised due to unforeseen circumstances. We are not responsible for providing alternate housing if the property you want to rent is not available on the date advertised.

I have read and fully understand the Central Church of Christ's rental application. I hereby authorize current and previous landlords, rental agents and property managers to verify the information I have provided on the application and obtain rental references. **I also authorize current and previous Employers to verify the employment information I have provided on the application.**

Applicant's Signature

Date

Print Name

Property Manager
Mission Oahu
Central Church of Christ, Inc

Date