



## Rental / Lease Application

Rental Address: \_\_\_\_\_ Preferred Move-in Date: \_\_\_\_\_

### How To Apply

1. Please fill out the entire rental application. Be sure to submit any needed documentation within two business days. We encourage you to submit the application online for faster processing time.
  - \$35 application processing fee for each applicant, non-refundable (*taxes may apply*)
  - Each applicant must submit 2 recent paystubs, 2 previous tax returns tax returns when self-employed, and any other documented sources of income
  - Current drivers license, passport, or state ID for all applicants
  - Applicants must submit pictures of any pets that will be living in the property

**Apply online at [www.happydoorspm.com](http://www.happydoorspm.com)**

*Note: Additional rental applications may be accepted until the owner has made a decision to approve a qualified tenant.*

2. Submit your application fee payment online, with a money order, or cashier's check. Contact us to request a link to pay the application fee online.

### Requirements & The Application Process

1. The prospective tenant(s) must inspect and view the rental property in person before completing an application in order to make sure that it will meet all of their needs. It is important to make note of any requests that you may have and include those requests in the application. We cannot guarantee that the property owner will consider additional requests for non-essential items after the lease has been signed. Feel free contact our Oahu property management team if you will not be able to see the property in person before you apply.
2. There is a separate section in the application for prospective tenants to list any request that they would like the property owner to consider. Please note that the owner can accept an application but decline the requests.
3. Adults and anyone 18 or older must submit an application. Each applicant will have to qualify after reviewing their background history. This may include without limitation reviewing personal characteristics, overall character, criminal background, credit history, lifestyle, and reputation.
4. The prospective tenant's gross income per month must be a minimum of 2.5 times the rent amount and a debt to income ratio of less than 45% in order to qualify for the property. The purpose for this requirement is to help ensure that applicants can comfortably afford the monthly rent for the property.

To verify your income, we will need 2 recent paystubs. Alternatively, we are able to use your 2 previous tax returns in order to determine your monthly income if you are self-employed. We can only use the information reported within these documents. Tips and other sources of additional income which are not documented cannot be counted towards your income.

If you receive supplemental income or aid such as social security, child support, secured and structured settlements, or subsidized housing like Section 8, we will need documentation showing that you will continue to receive this additional income through the duration of the lease.

If you have a guarantor, they will need to apply and will be subject to a back ground check. Guarantors will be equally responsible for the rent and adhering to all terms of the lease rental agreement.

*Note: Not all properties in Hawaii under our management qualify for Section 8. Please contact our Oahu property management team to verify if there any section 8 properties available.*

5. Pets will be taken into consideration on an individual basis and the property owner cannot make a determination to approve the pet until after they have had an opportunity to review the entire application. There are many factors an owner takes into consideration when deciding to lease their property on Oahu to an applicant and they need to consider all these factors before making a decision.

If accepted, the owner may require a rent increase and/or an additional deposit due to additional wear and added risk that the property will incur

*Note: The prospective tenant(s) is obligate to disclose whether or not their pet(s) has shown or exhibited any previous signs of hostility or aggression.*

6. All necessary information must be received within two business days in order to process an application. If the information is not received within two business days, the application will automatically be declined and any the prospective tenants will forfeit any prepaid application fees.
7. Once the application is approved by the owner, the prospective tenant(s) will need to sign the rental agreement and pay the required security deposit no later than two business days from the date of approval. The first rent payment can be paid at that time or before the prospective tenant(s) receives the keys to the property.

We can hold properties in Honolulu and on the island of Oahu up to two weeks after the application has been approved. The prospective tenant should make a request in the application if additional time may be needed.

8. Both the first months' rent and security deposit can be paid by money order, certified funds, or online using a checking or savings account. Cash and credit cards will not be accepted. Online payments must be initiated five business days before the move-in date to allow sufficient time for the funds to clear the bank.
9. All units managed by HappyDoors Property Management are designated non-smoking. The tenant is responsible for restoring any damage done to the property if they smoke in the unit.
10. HappyDoors Property Management is proud to provide equal opportunity housing opportunities to its residents. Our Oahu property management team follows all federal, state, and local laws pertaining to fair housing. Qualified tenants will not be refused based on disability, sex, age, race, religion, color, national origin, ancestry, gender identity, sexual orientation, as well as familial or marital status.

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**Lease Terms & Policies**

- Unless otherwise stated in the listed, the lease term will be for one year.
- The security deposit is equivalent to one months' rent but may increase if the tenant has a pet.
- Rent to be paid by the first of each month and considered late on the second; there is no grace period.
- In order to help protect the tenant's insurance, they must obtain a Renters insurance policy. Prior to receiving the keys, the tenant must provide proof of insurance. A landlord insurance policy will not cover the tenant's belongings or against their personal liability.  
We encourage you to contact your auto insurance provider in order to obtain renters insurance if you do not already have a policy in place.
- All lease agreements include a standard clause that releases military personnel if they are redeployed during the term of the lease.
- The Lease Rental Agreement requires a 45 day written notice to vacate to terminate the lease.
- Tenants are required to pay a non-refundable \$99 administration fee upon signing the lease.

**Requests for Improvements or Special Terms**

Before applying for this property, I (we) have thoroughly inspected the property and will accept the property in its current as-is condition.\* I (we) would like to make the following requests for the property owner to consider.

*\*if you are in the military or have an extenuating circumstance, please contact us.*

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I (we) understand that the approved items listed above will be completed in a timely manner. The condition of the property will be documented on the day that I take possession and any items listed above relating to the condition of the property that were not approved will be included in this documentation. The property will be accepted in its current condition with the understanding that the approved items listed above will be completed in a timely manner.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Primary Applicant**

Full Legal Name: \_\_\_\_\_ Maiden/Other Names Used: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employment history: minimum 3 years of past history

Current Employer: \_\_\_\_\_ Title/Occupation: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Monthly Income: \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Title/Occupation: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Monthly Income: \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Rental history: minimum 3 years of past history

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Monthly Payment: \$ \_\_\_\_\_ Length of Residency: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Monthly Payment: \$ \_\_\_\_\_ Length of Residency: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Additional Applicant 1**

Full Legal Name: \_\_\_\_\_ Maiden/Other Names Used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employment history: minimum 3 years of past history

Current Employer: \_\_\_\_\_ Title/Occupation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Monthly Income: \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Title/Occupation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Monthly Income: \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Rental history: minimum 3 years of past history

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_ Length of Residency: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_ Length of Residency: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Additional Applicant 2**

Full Legal Name: \_\_\_\_\_ Maiden/Other Names Used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employment history: minimum 3 years of past history

Current Employer: \_\_\_\_\_ Title/Occupation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Monthly Income: \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Title/Occupation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Monthly Income: \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Rental history: minimum 3 years of past history

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_ Length of Residency: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_ Length of Residency: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Additional Information**

Pets: Subject to final approval from the property owner

Type/Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Spay/Neutered: Yes No

Type/Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Spay/Neutered: Yes No

Type/Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Spay/Neutered: Yes No

Vehicle Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

Dependents: 18 or younger and still in school

Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Background History:

Prior Evictions: Yes No Prior Bankruptcies: Yes No Outstanding Balance with Prior Landlord: Yes No

If yes to any of the above, please explain: \_\_\_\_\_

Emergency Contact: Authorized to receive notice and make decisions on your behalf

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please note any relevant information such as expecting a child, items that could come up during a credit review, or other pertinent information related to the leasing of this property:

\_\_\_\_\_  
\_\_\_\_\_

The applicants hereby authorize HappyDoors Property Management LLC (herein referred to as "HappyDoors") on behalf of the property owner to perform or hire someone to perform a background check through any means necessary which includes but without limitation to a review of character, general reputation, personal characteristics, mode or way of living, and may obtain an investigative consumer report. The applicants also authorize HappyDoors to share any and all information obtained during the application process with the property owner who may live outside of the United States and its territories.

Further, the applicants authorize their current and former employers as well as other organizations to provide such information. The applicants hereby release and hold harmless HappyDoors Property Management LLC and it's affiliates, their current and former employers, their current and former landlords, and any other organizations who have provided information from any and all liabilities arising out of the use of such information in connection with this rental application and future dealings with HappyDoors.

The applicants understand that HappyDoors has hired Rental History Reports to perform the background check.

The applicants may contact the Rental History Reports to obtain a copy of their investigative consumer report or if they have any questions: 701 5th Street South, Hopkins, MN 55343, Phone: (952) 545-3953 or Toll Free: (888) 389-4023.

The applicants authorize HappyDoors to provide an unfavorable or adverse report regarding their performance as a tenant to other possible landlords, government agencies, as well as national tenant and credit bureaus in accordance to FCRA (Fair Credit Report Act). This report could affect their ability to obtain future housing in addition to their consumer credit evaluations.

If accepted, the applicants will be required to pay the Security Deposit in full and sign the lease rental agreement. Until HappyDoors receives the security deposit and the lease is signed, HappyDoors will continue to market the property as well as accept and review additional applications, with no obligation to "hold" the rental unit for the applicants.

Once the security deposit is received by HappyDoors and the lease is signed, marketing will discontinue and no other applications will be considered. If the applicants change their mind after making the Security Deposit payment, prior to executing a lease or taking possession of the property, the total Security Deposit will be forfeited to the property owner.

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The applicants certify that all the information listed in this application is truthful and correct. They acknowledge that any misleading or false information listed within the application constitutes an incurable breach of the lease rental agreement. The applicants further acknowledge and agree that any information collected while processing this application, regardless of the source, can be shared, evaluated or otherwise reviewed by the owner of the property and HappyDoors Property Management; which may include, without limitation, their criminal background, credit score, credit history/report, employment information, rental history, and all other information provided within this rental application.

AGENCY DISCLOSURE: HappyDoors Property Management, its affiliates and all licensees employed by or associated with the brokerage firm represent the property owner. By submitting this rental application below, you confirm that oral or written disclosure of such representation was provided to you before submitting this application.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

WHERE DID YOU LEARN ABOUT US: (circle one)

Craigslist   Walk-in   Real Estate Agent   Website: \_\_\_\_\_   Other: \_\_\_\_\_

Revised: 10/2017