

Pacific Coast Properties, Inc

P.O. Box 1634 Honokaa, Hawaii 96727

PH: 808-775-9566 Fax: 808-775-0866

RENTAL APPLICATION POLICY

1. Each adult 18 years of age and older who will live in the household are required to fill out an application. No blank spaces on application will be accepted. Please fill in all spaces on the application with info pertaining to the designated space/question. No exceptions.
2. Each applicant will need to submit with their application, a copy of their valid ID and a copy of their most recent proof of income to cover a 30 day period. We reserve the right to request updated proof of income, ID or any info relevant to qualifying an applicant during the application process and duration of your tenancy with us. No exceptions.
3. Each adult applicant (except those married, in civil union or legally under care of applicant) must qualify individually for the entire rent. We will not combine income if unrelated per above. Applicants will need to make three (3) times the monthly rent of designated unit applying for at the time a completed application is received. We do not allow co-signers. No exceptions.
4. PCPI does not accept section 8/Counting House. No exceptions.
5. PCPI will only keep applications on file for thirty (30) days. If you apply and do not get a unit, you will be required to fill out and hand in a new completed application designated to an available unit at the time you are applying. We do not do a wait list nor will we take contact info to contact you if a unit becomes available. No exceptions.
6. Applications are processed when a completed application is received. Completed applications are processed per date received. A completed application consists of application and requested documents/info as asked for in #1, #2, #3 and #8 in this document. Please know that if you are not contacted for the unit you are applying for at the time your completed application is received, that means your application hasn't been chosen. Reason for a non chosen application are due to either a prior completed application handed in was approved and has taken the unit or application not completed. If applicant with a completed application is one that's being processed but not approved, we will contact you to inform you. Due to high volume of applications, we will not be contacting an applicant who has submitted an incomplete application. It is the applicant's responsibility to follow this policy and procedures and request it requires. No exceptions.
7. Once application is approved and tenant agrees to take a unit, they will be required to submit that unit's security deposit. If tenants are unable to pay security deposit at the time they agree to take the unit, we will move to the next applicant for the unit. No exceptions.

8. Each applicant is required to sign this document and hand it in with their application in order for the application to be processed and considered completed.

By signing signing below applicant agrees to all the above terms.

Signature

Date

Mahalo,

Dawn L. Cordeiro, RA (S) RS-68075
Property Manager
Pacific Coast Properties, Inc.
P.O. Box 1634 Honokaa, HI 96727
Ph: 808-775-9566
Fax: 808-775-0866
Email: dawn_cordeiro@yahoo.com

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RENTAL APPLICATION

Neatly complete all information below. All applicants over the age of 18 must complete and sign their own application.

Applicants full name _____ Phone # _____ DOB _____

Social Security # _____ Drivers License # _____ State _____ Exp. _____

Current Address _____ City _____ State _____ Zip _____

Current Landlords Name _____ Landlords Phone # _____

How long at this address _____ Reason for leaving _____

Previous Address _____ City _____ State _____ Zip _____

Previous Landlords Name _____ Phone # _____

How long at this address _____ Reason for leaving _____

Auto Yr _____ Make _____ Model _____ State/License Plate # _____

Present Employer _____ Position _____ Mo. Income _____

Phone # _____ How long at job _____ Other income/source _____

Employers Address _____ City _____ State _____

Number and type of Pets _____ Have you ever been party to an eviction? [] Yes [] No

Name of bank _____ Branch _____ Type of Account _____

Name of bank _____ Branch _____ Type of Account _____

Personal References

Name _____ Yrs. Known _____ Relationship _____ Phone # _____

Name _____ Yrs. Known _____ Relationship _____ Phone # _____

Name _____ Yrs. Known _____ Relationship _____ Phone # _____

Total number of adults _____ Total number of children living with you under the age of 18 _____

Names and relations of all other applicants _____

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for tenant screening as may be necessary in arriving at a tenant decision, I understand that the landlord may terminate any rental agreement entered into for any misrepresentations made above.

Signature _____ Date _____