

OFFICE HOURS
MON – FRIDAY
8AM – 5PM

EMAIL: INFO@CBI-HAWAII.COM

APPLICATION FOR RENT

(All Sections Must Be Completed or We Will **NOT PROCESS** Your Application)

I AM INTERESTED IN THE UNIT LOCATED AT:

*Individual applications required from each occupant 18 years of age or older

\$10.00 Non-Refundable Amt. Pd. _____ Rec'd by: _____ Desired Move In Date _____
Application Fee per applicant (CASH OR MONEY ORDER ONLY)

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss			<input type="checkbox"/> TENANT <input type="checkbox"/> GUARANTOR		
LAST NAME		FIRST NAME	MIDDLE NAME	SOCIAL SECURITY NO.	
HOME PHONE	WORK PHONE	CELL PHONE	DATE OF BIRTH (MM/DD/YYYY)		
EMAIL ADDRESS					
PRESENT ADDRESS		CITY	STATE	ZIPCODE	
DATE IN	DATE OUT	LANDLORD'S NAME	LANDLORD'S PHONE NO.		
REASON FOR MOVING			RENT \$	/ MONTH	
PREVIOUS ADDRESS		CITY	STATE	ZIPCODE	
DATE IN	DATE OUT	LANDLORD'S NAME	LANDLORD'S PHONE NO.		
REASON FOR MOVING			RENT \$	/ MONTH	
CURRENT EMPLOYER					
CURRENT EMPLOYERS ADDRESS			CITY	STATE	ZIPCODE
DATES EMPLOYED FR: TO:			GROSS INCOME (CIRCLE ONE) \$ / MONTH / YEAR	PHONE NO.	
PREVIOUS EMPLOYER					
PREVIOUS EMPLOYERS ADDRESS			CITY	STATE	ZIPCODE
DATES EMPLOYED FR: TO:			GROSS INCOME (CIRCLE ONE) \$ / MONTH / YEAR	PHONE NO.	

SOURCE OF OTHER INCOME	VERIFIABLE BY:	PHONE NO.
SOURCE OF OTHER INCOME	VERIFIABLE BY:	PHONE NO.
SOURCE OF OTHER INCOME	VERIFIABLE BY:	PHONE NO.

NAMES OF OTHER OCCUPANTS (list anyone under the age of 18)		
1)		
2)		
3)		
4)		

PERSONAL REFERENCE #1 (Nearest Living Relative)	TELEPHONE NO.
ADDRESS	RELATIONSHIP
PERSONAL REFERENCE #2 (known more than 3 years)	TELEPHONE NO.
ADDRESS	HOW LONG KNOWN?
IN CASE OF EMERGENCY, NOTIFY	TELEPHONE NO.
ADDRESS	RELATIONSHIP

BANK ACCOUNT INFORMATION
<input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING (CHECK ONE OR BOTH)

Have you, or any other member of your family listed on this application, been involved in any criminal activity that might adversely affect the health, safety, or welfare of other tenants? YES NO

IF YES, PLEASE SPECIFY _____

How did you hear about this rental unit?

- NEWSPAPER
- CRAIGSLIST
- DOD
- OTHER, PLEASE SPECIFY _____

I have read the above form and I understand that if I cause a financial loss to my landlord, my name may be placed in the files of the Credit Bureau of the Pacific, Inc. (Equifax System Affiliate) and such information will be furnished to subscribers who have 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 hereby authorize consumer reporting agencies to provide you with consumer reports relating to me. I hereby give my permission for you and Credit Bureau of the Pacific, Inc. (Equifax System Affiliate) to verify the above information. I hereby authorize Newmark Grubb CBI, Inc. to run a background search, hard credit inquiry, and contact anyone listed on this application for reference.

APPLICANT SIGNATURE	DATE
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NEWMARK GRUBB CBI, INC.

1505 Dillingham Blvd. Suite 302, Honolulu, HI 96817

Tel. 808.942.7100 Fax 808.942.0009

EMAIL: INFO@CBI-HAWAII.COM

PLEASE READ CAREFULLY

We thank you for applying with Newmark Grubb CBI, Inc.

In order for your application to be processed in a timely manner, please be sure the information requested is complete. Providing this information will assist us in processing your application.

- 1) **Application Fee** = \$10.00 per applicant (**NON-REFUNDABLE, CASH OR MONEY ORDER ONLY**)
- 2) **Picture Identification** (we can accept any of the first 3 options)
 - Copy of your driver's license,
 - Passport
 - State ID
 - According to the Law, we ARE NOT ABLE TO ACCEPT MILITARY ID'S
- 3) **Documentation of Income**
 - Copy of your most recent pay stubs documenting one month's income.
 - If you are Self-employed, you must provide a copy of personal income tax returns or any other documentation as necessary to verify income.
 - Military applicants must provide a copy of their LES.
- 4) **Signature** required of all adult applicants.

APPROVAL IS BASED ON MEETING THE FOLLOWING CRITERIA:

- Income qualification of approximately 3 times the rent amount
- Verification of employment and/or source of income
- Satisfactory credit history
- Satisfactory landlord reference
- All proposed occupants will be required to see the rental

APPROVAL/DENIAL

- Security deposit is required to secure the property with occupancy no later than 7 days from date of acceptance
- Applicant will be denied if payment for security deposit is returned by the bank
- **Money Orders for application fees should be made payable to: Newmark Grubb CBI, Inc.**

* PETS AND/OR WATERBEDS ARE NOT ACCEPTED.