

RENTAL CRITERIA

Non-refundable Application Processing Fee of \$30.00 per applicant:

1. All applicants 18 years or older must complete an application.
2. Application Fee Paid Online (See instructions below)

Please provide the following information in full for your application to be processed in a timely manner:

- ID** - Provide a copy of a valid state or government issued picture identification for each applicant 18 years and older (Driver's license, State ID, and/or Passport).
- LANDLORD INFORMATION** - Include complete address of rentals, name and telephone number of landlords, amounts of rent paid, and dates of occupancy. P.O. Boxes are not acceptable. If applicant and co-applicant have the same present and previous address, one application may be submitted. If they have different addresses for either present or previous addresses, separate applications must be submitted. If there are more than two adult applicants, each applicant should submit a separate application.
- INCOME INFORMATION** - Include name of supervisor, length of employment, telephone number and, if requested, a copy of one (1) month's most recent pay stub(s). **Self-employed applicants** may provide copies of their Hawaii State General Excise Tax returns, prior two years Federal Tax Returns, and/or two years of earning statements prepared by a Certified Public Accountant. **Military applicants** may provide a copy of their Leave and Earnings Statement (LES).
- OTHER** - You may also include any other documentation that may support your application, such as benefit statements, letter(s) of employment, letter(s) of recommendation, and bank statements.
- DEPOSIT TO HOLD** - The Deposit to Hold will hold the unit until the applicants' application can be verified. If approved, Deposit to Hold will be applied to lease. In the event application is rejected, Deposit to Hold will be refunded in full. If the applicants change their mind and do not rent the unit, they understand that the Deposit to Hold amount will be forfeited.
- MOVE IN MONIES** – Certified funds required upon move in. Two separate checks; security deposit and first full months rent must be paid in a money order or cashier check. No cash or personal check.

PLEASE READ – Visit www.MikaRealtyHawaii.com to apply.