



**COMPLETE RENTAL MANAGEMENT, LLC**  
1188 BISHOP ST. SUITE PH-2  
HONOLULU, HI 96813  
PHONE: (808) 536-4082 FAX: (808) 537-3016

Application Requirements

1. Good Rental History.
2. Good Credit. No Evictions, Tax Liens, Judgments or Unpaid Collections. Bankruptcies must be completed with no negative credit since.
3. Applicants must also provide: Picture ID, Social Security Number, and pay stubs for one month.
4. **Non-refundable** Application Fee of \$20.00/adult made payable to *Complete Rental Management, LLC*.
5. **Optional. Non-refundable** Holding Deposit of \$250.00 made payable to *Complete Rental Management, LLC*. This will hold the rental unit for you until your application is done being processed. This Holding Deposit will be applied towards the Security Deposit upon acceptance.  
*If application is **declined**, the full \$250.00 will be refunded.*
6. Lease start date begins on the acceptance date. All move-in money must be received within 7 working days.

**\*\*\*Application will be processed within 48 hours (not including weekends). Process may be delayed depending on Landlord, Employer or Reference accessibility.\*\*\***

*Please note: All move-in money must be paid in the form of a Money Order or a Cashier's check. After move in, we will be glad to accept your pre-printed personal checks.*

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

Complete Rental Management is available if you have any questions or need assistance. Thank you for considering us for your future home.

COMPLETE RENTAL MANAGEMENT, LLC  
1188 Bishop St. Suite PH-2  
Honolulu, HI 96813  
808-536-4082

Authorization to Release Information to Prospective Property Manager

1. For Current and/or Previous Landlord:

I am applying to rent a unit from Complete Rental Management, LLC. I authorize my current and or previous landlords to release any and all information that might be requested by Complete Rental Management, LLC. This includes, but is not limited to: payment history, complaints, previous credit reports, and anything else that they may request. You may provide Complete Rental Management, LLC with copies of my entire tenant file. There is no limit to the information that may be released.

I will hold any and all current or previous landlords free and harmless from any and all liability for verbal or written information provided to Complete Rental Management, LLC.

2. For Current and/or Previous Employer:

I am applying to rent a unit from Complete Rental Management, LLC. I authorize my current and or previous employers to release any and all information that might be requested by Complete Rental Management, LLC. This includes dates of employment and monthly gross pay.

I will hold any and all current or previous employers free and harmless from any and all liability for verbal or written information provided to Complete Rental Management, LLC.

**ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME.**

Applicant  
Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print

Name \_\_\_\_\_ Date \_\_\_\_\_

**RENTAL APPLICATION**

A \$20.00 **non-refundable** fee per adult is required for investigation.

Instructions: Each applicant age 18 and older must fill out a separate application (even if married). Completely fill out each blank and sign where indicated.

\*For rental unit located at: \_\_\_\_\_

**\*PERSONAL\***

Applicant \_\_\_\_\_ SS# \_\_\_\_\_

Birth Date \_\_\_\_\_ Driver's License State \_\_\_\_\_ # \_\_\_\_\_

Contact phone numbers:

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

e-mail address: \_\_\_\_\_

**\*\*ADDRESSES\***

Present Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Rent/Month \_\_\_\_\_

Present Landlord \_\_\_\_\_ Landlord Phone# \_\_\_\_\_

Landlord Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Reason for moving \_\_\_\_\_

Is rent up to date? Y N    Have you given notice? Y N    Have you been asked to leave? Y N

Previous Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Rent/Month \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Landlord Phone# \_\_\_\_\_

Landlord Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Reason for moving \_\_\_\_\_

Was rent up to date? Y N    Did you give notice? Y N    Were you asked to leave? Y N

Previous Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Rent/Month \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Landlord Phone# \_\_\_\_\_

Landlord Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Reason for moving \_\_\_\_\_

Was rent up to date? Y N    Did you give notice? Y N    Were you asked to leave? Y N

**\*OCCUPANTS\***

Number to occupy (including you)\_\_\_\_\_

Name\_\_\_\_\_ Relationship\_\_\_\_\_ Birth Date\_\_\_\_\_

Name\_\_\_\_\_ Relationship\_\_\_\_\_ Birth Date\_\_\_\_\_

Name\_\_\_\_\_ Relationship\_\_\_\_\_ Birth Date\_\_\_\_\_

Name\_\_\_\_\_ Relationship\_\_\_\_\_ Birth Date\_\_\_\_\_

Pets Y N (if yes, give number, type and size)\_\_\_\_\_

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**\*EMPLOYMENT\***

Employer\_\_\_\_\_

Dates of Employment From\_\_\_\_\_ To \_\_\_\_\_

Street/City\_\_\_\_\_ Job Title\_\_\_\_\_

Supervisor Name\_\_\_\_\_ Phone#(s)\_\_\_\_\_

Hours/Week\_\_\_\_\_

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Previous Employer\_\_\_\_\_

Dates of Employment From\_\_\_\_\_ To \_\_\_\_\_

Street/City\_\_\_\_\_ Job Title\_\_\_\_\_

Supervisor Name\_\_\_\_\_ Phone#(s)\_\_\_\_\_

Hours/Week\_\_\_\_\_

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**\*INCOME\***

Current Income \$\_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source\_\_\_\_\_

Current Income \$\_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source\_\_\_\_\_

Current Income \$\_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source\_\_\_\_\_

Do you have a Section 8 Housing voucher? Y N

If yes: Caseworker Name\_\_\_\_\_ Caseworker Phone:\_\_\_\_\_

Section 8 Office Location\_\_\_\_\_

Do you have other housing assistance from state or local programs? Y N

If yes, please explain:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*REFERENCES\***

Relative \_\_\_\_\_ Relation \_\_\_\_\_  
Address \_\_\_\_\_ Phone# \_\_\_\_\_

Non-Relative \_\_\_\_\_ Relation \_\_\_\_\_  
Address \_\_\_\_\_ Phone# \_\_\_\_\_

Non-Relative \_\_\_\_\_ Relation \_\_\_\_\_  
Address \_\_\_\_\_ Phone# \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone# \_\_\_\_\_

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**Please answer the following questions:**

*Explain any "yes" answers on back with names and details.*

Has any signer ever been sued for bills?            Y    N

Has any signer ever been bankrupt?            Y    N

Has any signer ever broken a lease?            Y    N

Has any signer ever been sued for eviction?    Y    N

Has any signer ever been guilty of a felony?    Y    N

Is the total move-in amount available now (rent & deposit)? Y N

Applicant authorizes the owner to contact past and present landlords, employers, creditors, credit bureau, neighbors, and any other sources deemed necessary to investigate applicant.

All the information is true, accurate, and complete to the best of applicant's knowledge. Owner reserves the right to disqualify tenant if information is not as represented.

How did you learn about Complete Rental Management, LLC?

CRM website

Honolulu Advertiser:     Sunday Ad     Daily Ad     On-line

Star Bulletin/ Midweek:     Sunday Ad     Daily Ad     On-line

craigslist.org

DoD Referral or AHRN

UH-Manoa Housing

Section 8 HAP/Caseworker

Referred by Relative or Friend

Other Source: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_