Marie Hansen Properties
"The company with a passion for property management."

3124 Brokaw Street
Honolulu, Hawaii 96815
ph. (808) 591-1110
fax. (808) 591-9780
www.mariehansenproperties.com

Thank you for your interest in renting from Marie Hansen Properties!

How to Apply:

- **Go to our website: www.mariehansenproperties.com**
- **Click on "Available Rentals."**
- **Scroll down to the property you are interested in and click the "Apply Now" button.**

Please be prepared to pay the credit check fee of $20.00 as outlined in the property listing. In addition to this rental application, you must provide a copy of a valid form of identification and proof of income. Marie Hansen Properties will process the application only after the property has been viewed; we do not rent sight unseen.

Please be advised all tenants who rent properties **must have renter's insurance** and must **provide proof of insurance** before receiving keys for occupancy. If you do not provide proof of renter's insurance, you will be automatically enrolled into the Landlord Liability Insurance Policy.

Below are our criteria and application instructions for applying for a rental.

Evaluation Criteria

• Credit History: Does your credit history show that you are financially responsible, and that your debts are paid on time? Credit reports must have an EMPIRICA or FICO score of 650 or higher.

• Income: Is your income sufficient to cover all your expenses and pay your rent and utilities on time, on a long-term basis? Monthly income must be 2.5 times the amount of rent.

• Employment: Are you gainfully employed in a permanent/long-term position?

• Prior Landlord Reference: Prior landlord references are extremely important, therefore provide as many as you have available, complete with address, telephone numbers, and other contact information.

• Personal References: We prefer to have professional, work, community, and similar references rather than personal friends and relatives.

• Self-Employment Verification: Must provide 2 years of Tax Returns and 6 months of bank statements.

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Application Process

• Each applicant and occupant 18 years of age and older must complete an online rental application.

• Applications must be fully completed, signed, and dated. If any information is missing from the application (i.e., telephone numbers, previous landlord's name, signatures, etc.) it will not be considered complete and won't be processed. All applications must be signed and dated.

• Co-signers/Guarantors for an applicant must complete an application and be a Hawaii resident.

• A credit report will be run for each applicant.

• It is vital that we be able to contact your references. Please provide preferred calling times, phone numbers, and inform your references to expect a call.

• Any additional information you can provide us with will be welcomed (i.e., letters of reference, etc.). If you have any issues affecting your application that you would like to clarify, you may provide a written explanation or discuss it with us privately.

• Once a completed application is submitted, please allow at least 48 hours for processing. Processing times will vary.

• Please note that if your application is approved, there will be a one-time tenant setup fee of $150 due upon move-in. This fee covers the administrative tasks required to set up your tenant account and prepare the necessary documents for your lease.

For animal allowed properties:

Every animal must be screened prior to application approval

How to screen your animal:

• **Go to: www.mariehansenproperties.com**
• **Click on 'Tenants'**
• **Scroll down to 'Resources & Tools', select 'Pet Screening'**
• **When the screening is completed, we will get notified with the results. The results will be attached to your rental application.**

Please note that the cost of petscreening.com is as low as $22.00. If your pet is a service or comfort animal there is no cost for this service.

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