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 application fee of $20.00 as outlined in the property listing. In addition to this rental application, you will also be required to 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 prior to keys being given 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 you pay your debts 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 in a timely manner, on a long-term basis? Monthly income must be 2.5 times the amount of rent.

- Employment: Are you gainfully employed at 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 Tax Returns and 6 months of bank statements.

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Application Instructions

• Each applicant and occupants 18 years or 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 will not be processed. All applications must be signed and dated.

• Co-signers/guarantors for an applicant must complete their own 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, 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.), or if you have any issues affecting your application that you would like to explain or clarity, you may provide a written explanation or discuss it with us privately.

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

For animal allowed properties including Service and/or Support Animals:
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', click on the screening company 'Pet Screening' link.**
• **All screening documents must be received by Marie Hansen Properties within 24 hours after submitting your rental application, or we will continue to the next applicant.**

Please note that the cost of petscreening.com is as low as $20.00. If your pet is a service or comfort animal there is no cost for this service.