

RENTAL INSTRUCTIONS

Thank you for your interest in a Waieka Villas property. Below, you will find the instructions and criteria required for applying for a property managed ERA PACIFIC PROPERTIES. It is important that you read the information below prior to making application to understand what is required for renting the property. If you have further questions, contact ERA Pacific Properties Rental Office at (808) 981-0711

Application

- It is a requirement that each applicant fill out a separate application, and is 18 years of age or older.
- It is required the entire application is completed on both sides. Failure to supply information can mean denial of the application.
- ERA Pacific Properties accepts only signed applications.
- If a cosigner is required, the person applying as a co-signor must complete a cosigner application. Ask an ERA Pacific Properties representative for this form if needed. It is not company policy to accept a cosigner unless there are extraordinary circumstances and Waieka Villas obtains approval from the owner
- ERA Pacific Properties processes applications after receipt, but selection is not a first-come, first-served process.
- When making application, applicants must furnish verifiable photo identification such as drivers' license, military ID, state ID, or passport. Identification from merchant stores is not acceptable.
- Deliver applications to Waieka Villas Rental Office., 101 Aupuni Street #243 Hilo HI 96720. If mailing an application, please call (808) 981-0711, for instructions. If Faxing, fax to 808-443-0053

The Application/Processing Fee

- A \$10.00 application fee is required per application, without exception, and is non-refundable.
- A \$10.00 application fee for cosigners is required as well, and is non-refundable.
- This fee is to cover the costs incurred while processing the application for **credit report and criminal background check**.
- Make Checks Payable to: ERA Pacific Properties

Basic Criteria

The general criteria for all applications are good income, credit, and tenant history or ownership of all applicants, proving the ability to support the rental income and care for the property. Negative findings on one or more of the three areas can cause denial of an application: false documentation is immediate grounds for denial of an application.

Income

- All applicants are required to supply reasonable, reliable, and legal documentation on all income; all documentation on income is required in a timely manner.
- Examples of income are employee records, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.
- ERA Pacific Properties must be able to verify all income sources, and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.

Credit

- Waieka Villas obtains a credit report for all applicants, and does not accept copies of credit reports from applicants, no exceptions.
- Waieka Villas accepts discharged bankruptcies, if the prospective tenant has re-established good credit.
- Negative credit reports can be grounds for denial of an application.

Rental History or Property Ownership

- ERA Pacific Properties requires a minimum of two (2) years of rental history, and/or homeownership, unless a co-signor is accepted or mitigating circumstances are proven.
- All references must be verifiable and family references are not accepted.
- Negative references can be grounds for denial of an application.
- **Acceptance/denial**
- ERA Pacific Properties notifies applicants of acceptance or denial within 3-5 business days of application, unless ERA Pac. Prop. cannot complete

verifications. If more documentation is required, ERA will notify the applicant.

- If accepted, applicants are required to follow requirements outlined on the Waieka Villas Rental Application for completion of renting.
- All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.
- Giving false information is automatic grounds for denial.