



HAWAIIAN ISLE REAL ESTATE
Property Management Division.

How we find you the right tenant:

- We have had great success and interest from our daily/weekly Craigslist posting with lots of detail and photos along with professionally written copy. We may also place ads in the local newspaper (West Hawaii Today) at your expense.
- A visible red oval sign at all available rental homes (condos excluded) will help with drive-by interest as well. The flyer box will hold a color one-sided flyer which has the rental application on the back outlining our rental criteria. (Houses only)
- Our property manager will meet them at the property for every showing. No one will be allowed in without us present. It is common practice here at other agencies to just give prospective tenants the lockbox number... yikes!
- The applicant must make 3 times the rental amount. We require proof of income and if the applicant is self employed, we require the past two years of tax filings.
- We will first do a phone interview with previous landlords and employers/references and should they pass they go on to the credit check. We will ask the prospective tenant to pay a \$45 fee for us to check their credit, and renting history thru Citi Credit Bureau. We prefer a 625 credit score to insure we have someone who takes their credit seriously.
- As the final verification, should they have passed the previous above two criteria, a criminal and sex offender check will be completed to limit all of our liabilities.
- In the event that there are multiple applications on the property, we will move forward with the tenant that has a higher credit score, a lower debt to income ratio and/or can take possession of the property sooner.
- We will require a security deposit equal to one month's rent.
- We require tenants to purchase renter's insurance within the first 30 days of occupancy.

- We discourage allowing pets since no pet deposit is allowed by law in Hawaii, however, an emotional care or service animal will have to be allowed to comply with Federal laws. The security deposit can be used to cure any issues at move-out created by the pets as well as the tenants.
- Families are a protected class in Hawaii and can not be screened out of the application process, so please don't ask us to.
- Smoking is not a protected class. Please express if your property allows exterior smoking (on the lanai, in the backyard, etc). Smoking indoors is strictly prohibited.