

RENTAL APPLICATION CRITERIA

NON-DISCRIMINATION

Parkway Village at Kapolei ("Management") operates in accordance with the Federal Fair Housing Act, as well as all state and local fair housing and civil rights laws. We do not discriminate against any person based on race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable state or local laws. The Rental Criteria below outlines some of the policies for this community with regard to standards that may be required by each applicant in order to be approved for residency.

APPLICATIONS

All applicants must be of legal age. All parties 18 years of age or older are required to complete an application and pay any and all applicable fees. **Applications are to be completed in full; applications containing untrue, incorrect, or misleading information will be denied.** The application fee is non-refundable unless otherwise provided by state or local law.

IDENTITY VERIFICATION

ALL applicants are REQUIRED to show at least one of any of the following forms of identification:

- Government issued identification such as military identification, driver's license or passport
- Age of majority card
- Birth certificate
- Social security card

RENTAL SCORE

All applications are submitted to RentGrow, a third-party rental applicant screening company. **All applications are evaluated based on a rental scoring system.** Rental scoring is based on real data and statistical data such as payment history, quantity and type of accounts, outstanding debt, and age of accounts. Every applicant is treated objectively because each application is scored statistically in exactly the same manner.

The rental scoring system will compare your application to RentGrow database, and by evaluating those statistics and real data in accordance with pre-established criteria set by Management, RentGrow will recommend one of the following:

- **Accepted.** The applicant will be accepted with the standard deposits and fees.
- **Accepted with Conditions.** Depending on the community's policy, the applicant may be given the option to pay an additional security deposit.
- **Denied.** The application will not be accepted. The applicant will be provided with contact information for the consumer reporting agencies that provided the consumer information.

INCOME VERIFICATION

Written verification of income in an amount equal to **1.5- 2.0** times the monthly rent per household will be required, along with any necessary supporting documents.

RESIDENCE VERIFICATION

Management reserves the right to verify the applicant's residence history.

CRIMINAL CHARGES/CONVICTIONS

Applicants charged convicted for certain felony and misdemeanor offenses may not be approved for residency, depending upon the pre-established criteria set by Management.

EVICCTIONS

Applicants who have been a party to an eviction proceeding may not be approved for residency, depending upon the pre-established criteria set by Management.

DENIAL POLICY

If your application is denied due to unfavorable information received on your screening report you may:

- Contact RentGrow to discuss your application and identify any unfavorable information.

- Supply RentGrow with proof of any incorrect or incomplete information.
- Request that Rent Cafe re-evaluate and re-report your screening information and rental score to

Management. HOW YOU CAN IMPROVE YOUR RENTAL SCORE

Your rental score results from information found in your credit report, criminal history, references, and application data. Such information may include your history of paying bills and rent, the accounts you have, collections and delinquencies, income and debt.

Your rental score may change if the underlying information it is based upon changes. To improve your score, concentrate on paying your bills on time, paying down outstanding balances, and removing incorrect information. Your chances of approval may also improve if you apply for an apartment with lower monthly rent, or use a guarantor or co-signer if permitted by Management.

HOW YOU CAN REMOVE INCORRECT INFORMATION

RentGrow is committed to accuracy and will investigate any information you dispute. Contact our Renter Relations team at rs_support@yardi.com. If you provide proof of your claim, we will promptly make appropriate adjustments. Download the form on our site for details.

RENTAL APPLICATION

MANAGERS - Visual Proof of Drivers License or State I.D.: Yes No **I.D. Checked by:** _____

CLIENT#:	Mgmt Company Indigo Real Estate	Apt Community Parkway Village at Kapolei	Community Contact Kehau Keller	Community Tel # 808-518-2776	Advertising Source
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Each adult over the age of 18 must complete a separate application.

Date Faxed: _____ **Time Faxed:** _____

<input type="checkbox"/> CRIMINAL	<input type="checkbox"/> CREDIT	<input type="checkbox"/> CREDIT/CRIMINAL/EVICTION	<input type="checkbox"/> COMPREHENSIVE
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APPLICATION TO RENT Apartment # _____ Move-in Date _____ Rent \$ _____ Lease _____

<input type="checkbox"/> Applicant	<input type="checkbox"/> Roommate w/ _____	<input type="checkbox"/> Co-signer	<input type="checkbox"/> Section 8
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APPLICANT INFORMATION					
NAME		SOCIAL SECURITY #		DATE OF BIRTH	
OTHER NAMES USED	DRIVER'S LICENSE #	EMAIL ADDRESS		CONTACT PHONE NUMBER	
OTHER OCCUPANTS EACH ADULT OVER THE AGE OF 18 MUST COMPLETE A SEPARATE APPLICATION					
1.	FULL NAME	RELATIONSHIP	DOB	SSN	
2.	FULL NAME	RELATIONSHIP	DOB	SSN	
3.	FULL NAME	RELATIONSHIP	DOB	SSN	
4.	FULL NAME	RELATIONSHIP	DOB	SSN	
PETS TO OCCUPY UNIT					
1.	NAME	TYPE		WEIGHT/AGE	
2.	NAME	TYPE		WEIGHT/AGE	
RESIDENCE HISTORY					
PRESENT ADDRESS <input type="checkbox"/> RENT <input type="checkbox"/> OWN			DATE IN / DATE OUT		MONTHLY PAYMENT
LANDLORD NAME			LANDLORD DAYTIME PHONE		LANDLORD EVENING PHONE
RESIDENCE TYPE <input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord					
PREVIOUS ADDRESS <input type="checkbox"/> RENT <input type="checkbox"/> OWN			DATE IN / DATE OUT		MONTHLY PAYMENT
LANDLORD NAME			LANDLORD DAYTIME PHONE		LANDLORD EVENING PHONE
RESIDENCE TYPE <input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord					

EMPLOYMENT HISTORY					
CURRENT EMPLOYER		MONTHLY SALARY \$	SUPERVISOR'S NAME		HOW LONG
EMPLOYER ADDRESS			PHONE	OCCUPATION/DEPARTMENT	
<input type="checkbox"/> PREVIOUS EMPLOYER / <input type="checkbox"/> SECOND JOB		MONTHLY SALARY \$	SUPERVISOR'S NAME		HOW LONG
EMPLOYER ADDRESS			PHONE	OCCUPATION/DEPARTMENT	
ADDITIONAL INCOME such as child support, alimony or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder Amount \$ _____ per _____ Sources _____					
Are you/will you be a full time student in the next 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, are you/will you be enrolled in a higher education institution? <input type="checkbox"/> Yes <input type="checkbox"/> No					
VEHICLE & INFORMATION					
AUTO #1	YEAR	MAKE	MODEL	LICENSE STATE	LICENSE NUMBER
EMERGENCY CONTACT INFORMATION					
NEAREST RELATIVE		RELATIONSHIP	ADDRESS		PHONE
EMERGENCY CONTACT		RELATIONSHIP	ADDRESS		PHONE
PERSONAL REFERENCE		RELATIONSHIP	ADDRESS		PHONE
BACKGROUND INFORMATION					
HAVE YOU OR ANYONE WHO WILL BE RESIDING IN THE UNIT EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No					
PLEASE LIST ALL OFFENSES EXCLUDING TRAFFIC OFFENSES, ATTACH SEPARATE SHEET IF NECESSARY					
ARE YOU OR ANYONE WHO WILL BE RESIDING IN THE UNIT REQUIRED TO REGISTER AS A SEX OFFENDER? <input type="checkbox"/> Yes <input type="checkbox"/> No					
HAVE YOU EVER BEEN ASKED TO VACATE BY A CURRENT/PREVIOUS LANDLORD? <input type="checkbox"/> Yes <input type="checkbox"/> No					
IF YES: APT NAME			CITY	STATE	

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding the information contained in this application. The report may contain information regarding your credit-worthiness, character, general reputation, personal characteristics and mode of living. By signing this application, you authorize RentGrow, to conduct the screening and to release information obtained to landlord and landlord's agents. If the application is denied or approved conditionally based upon information contained in the report, you may request and obtain a copy of the report. You have the right to dispute the accuracy of information contained in the report. You may have additional rights under both state and federal law.

I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

NON-REFUNDABLE SCREENING FEE \$	CHECK / MONEY ORDER #
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Applicant understands that he/she acquires no rights in an apartment until a holding deposit in the amount of \$_____ has been paid. Applicant requests landlord to hold Unit_____ for applicant while the screening process is completed. If this application is not accepted, the holding deposit will be refunded. If the application is accepted and the applicant chooses not to occupy the unit being held, the applicant forfeits the holding deposit and no portion of it shall be refunded.

APPLICANT SIGNATURE *Date*

LANDLORD SIGNATURE *Date*

PARKWAY VILLAGE AT RENTAL CRITERIA

Normal Applications	Importance
Ability to Pay Rent	
Minimum monthly gross income-to-rent ratio = 2.0 <small>Assets may not contribute to the qualifying income</small>	Extremely
Monthly minimum net income (after rent and debt obligations) should exceed a multiple of the rent: 1,000.0	Not Considered
Credit History	
Maximum percentage of past due negative accounts: number of derogatory accounts: 35.0%	Moderately
Maximum balance of unpaid collections (includes past due accounts): \$5,000.00	Moderately
Bankruptcy permitted: If cleared	Pass/Fail
Residency History	
No landlord tenant court records or unpaid landlord collections: Any number ever	Pass/Fail
Rental history verification may not be verified false	Pass/Fail
Criminal History	
Does not have a misdemeanor conviction: Any number ever Consider pending misdemeanor cases as well as convictions	Pass/Fail
Does not have a felony conviction: Any number ever Consider pending felony cases as well as convictions	Pass/Fail
May not be a registered sex offender	Pass/Fail

The credit decision settings above are configured by the property manager. Based on these settings and other credit data, On-Site Manager, Inc. will calculate a score between 0 and 10 for the application. This score describes the degree to which the applicant meets the criteria. The meaning of the scores is described below:

Score	Recommendation	Explanation
0.0 - 4.9	Decline	Fails to meet the credit decision settings above.
5.0 - 6.9	Accept With Conditions	Fails to meet the credit decision settings above.
7.0 - 10.0	Accept	Meets or exceeds credit decision settings above.

Guarantors	Importance
Ability to Pay Rent	
Guarantor: Minimum monthly gross income-to-rent ratio = 4.0 <small>Guarantor: Assets may not contribute to the qualifying income</small>	Extremely
Guarantor: Monthly minimum net income (after rent and debt obligations) should exceed a fixed amount: \$1,000.00	Extremely
Credit History	
Guarantor: Maximum percentage of past due negative accounts: number of derogatory accounts: 25.0%	Moderately
Guarantor: Maximum balance of unpaid collections (includes past due accounts): \$200.00	Moderately
Guarantor: Bankruptcy permitted: If cleared	Pass/Fail
Residency History	
Guarantor: No landlord tenant court records or unpaid landlord collections: Any number ever	Pass/Fail
Criminal History	
Guarantor: Does not have a misdemeanor conviction: Any number ever Guarantor: Consider pending misdemeanor cases as well as convictions	Pass/Fail
Guarantor: Does not have a felony conviction: Any number ever Guarantor: Consider pending felony cases as well as convictions	Pass/Fail
May not be a registered sex offender	Pass/Fail

The credit decision settings above are configured by the property manager. Based on these settings and other credit data, On-Site Manager, Inc. will calculate a score between 0 and 10 for the application. This score describes the degree to which the applicant meets the criteria. The meaning of the scores is described below:

Score	Recommendation	Explanation
0.0 - 6.9	Decline	Fails to meet the credit decision settings above.
7.0 - 10.0	Accept	Meets or exceeds credit decision settings above.

By signing this document, I agree that I have read the above and understand the rental criteria.

APPLICANT SIGNATURE

DATE

RELEASE OF INFORMATION

I, _____, represent that I am applying to rent a residential premises from Parkway Village at Kapolei (*landlord*).

It is important that my prospective landlord or property manager be provided with information regarding my tenancy with current or former landlord or property managers, credit history, employment history, and any criminal records. RentGrow will be providing said information.

I, the above named, give RentGrow and **Parkway Village at Kapolei** (*landlord*) permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed on my application. There are no limitations or restrictions regarding what may be discussed or revealed to **Parkway Village at Kapolei** (*landlord*) and RentGrow. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed on my application. I am aware that a credit history, eviction search and/or criminal background check will be done in conjunction with my application.

I hereby hold **Parkway Village at Kapolei** (*landlord*) and RentGrow free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with current and former landlords property managers, supervisors, or employers.

I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

(Signed/Applicant)

Date