



# Rental Application

Property:

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## Applicant information

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\* BEFORE YOU BEGIN PLEASE READ "Important Requirements and Instructions" section below (pages 6 & 7)

\* Each applicant 18 years old and over must complete a separate rental application

\* Please contact us at 808.777.6981 or at [assistant@pmghi.com](mailto:assistant@pmghi.com) if you have any questions

### Applicant name (required)

First name

Last name

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### Applicant social security number (required)

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### Applicant date of birth (required)

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### How long in Hawaii? (required)

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### Applicant current address

(required)

Street

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City

State

Zip

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### Applicant email (required)

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### Applicant phone number (required)

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### Number of people 18 yrs or older who will live in the rental unit (required)

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### Are you applying as a roommate? (required)

Yes  No

### If yes, list names of other roommates and relation (spouse, relative, friend) (required)

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**Emergency contact name (someone not living with you)**

First name

Last name

**Emergency contact relationship**

**Emergency contact email**

**Emergency contact phone**

**Do you or will you have any animals? If yes, type and size (required)**

**Have you ever been evicted or requested to vacate? (required)**

Yes  No

**Have you ever had your security deposit not returned? (required)**

Yes  No

**Do you have a history of drug use or offenses? (required)**

Yes  No

**Have you ever been sued for, or caused, damaged to rental property? (required)**

Yes  No

**Have you ever refused to pay rent? (required)**

Yes  No

**Have you been arrested or convicted? (required)**

Yes  No

**Property information**

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**Property Address you are applying for  
(required)**

Street

City

State

Zip

**Have you been to a showing of the property? Please note, you must have viewed the property in person before we can consider your application (required)**

Yes  No

When did you view the property in person? (required)

\_\_\_\_\_

Desired lease duration (minimum lease is 6 months or 1 year, please see ad for lease term minimum)

\_\_\_\_\_

Desired move in date?

\_\_\_\_\_

How did you hear about us?

\_\_\_\_\_

## Rental history

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Current address (required)

Street

\_\_\_\_\_

City

State

Zip

\_\_\_\_\_

Rental dates (If you are currently living here, enter today's date for end date) (required)

\_\_\_\_\_ to \_\_\_\_\_

Monthly rent (required)

\_\_\_\_\_

Current landlord name (required)

First name

Last name

\_\_\_\_\_

Current landlord phone number (required)

\_\_\_\_\_

May we contact the landlord listed above? (required)

\_\_\_\_\_

Reason for leaving (required)

\_\_\_\_\_

**Previous address**

Street

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

**Previous Landlord name**

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

**Monthly rent**

\_\_\_\_\_

**Previous landlord name**

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

**Previous landlord phone number**

\_\_\_\_\_

**May we contact the landlord listed?**

\_\_\_\_\_

**Reason for leaving**

\_\_\_\_\_

**Enter additional notes you would like here**

\_\_\_\_\_

**Previous rental dates**

\_\_\_\_\_

to

\_\_\_\_\_

**Employment**

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**Employer name**

\_\_\_\_\_

Pinnacle Management Group Rental Application

**Employer address**

Street

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City

State

Zip

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**Dates of employment**

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**Position held**

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**Monthly gross salary**

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**Supervisor name & title**

First name

Last name

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**Supervisor phone number**

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**Work phone number**

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**Previous employer**

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**Previous employer address**

Street

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City

State

Zip

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**Previous employment dates**

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**Previous position held**

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**Previous monthly gross salary**

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**Previous supervisor name and title**

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Previous supervisor phone number

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Previous work phone number

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Source of other income

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## Bank Data

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Bank Name

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Branch

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Account Balance

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Bank Name

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Branch

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Account Balance

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## Important Requirements and Instructions

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All of our rental properties have the following requirements:

- Minimum lease is six (6) or one (1) year (please see ad for lease term minimum)
- No smoking inside the unit or on the property
- No pets are allowed unless specifically noted "pets allowed"
- Units are rented as shown
- It is required that prospective tenants personally view the inside of the property before your application will be processed
- It is required to obtain Renter's insurance with Pinnacle on policy (Pinnacle must be added as an "Additional Interest")

Application instruction:

STEP 1--Fully complete the application

- Each applicant 18 years old and over must complete a separate rental application. Married couple must complete separate application
- Co-signers/guarantors for an applicant must complete their own application and be a Hawaii State resident
- All applicants are verified with Experian Credit Reporting

STEP 2--Pay non-refundable application processing & handling fee of \$25 per person for online application. If submitting an application in person in our office, we only accept check and money order made out to Pinnacle Management Group (NO CASH) or credit cards for an additional processing fee of \$2.00 per applicant (\$25 + \$2 = \$27). Application will not be processed until payment is received and all required financial documents are submitted

## Pinnacle Management Group Rental Application

STEP 3--Every applicant must submit the following forms listed below. Email documents to: assistant@pmghi.com or fax to 808.597.8180. If submitting in person, please have copies readily available

- REQUIRED--Your last 2 bank statements
- REQUIRED--Copies of your last 2 pay stubs. If Self Employed, copies of the first page of your personal (not company) Tax Form 1040 for the past 2 years. If Unemployed, copies of documentation of your sources of funds as savings statements
- REQUIRED—Copy of picture identification
- REQUIRED—Signed "Authorization to Release Information to Prospective Property Manager" (see attached form below)
- Additional Information-Letters of reference, written explanation of any issues affecting your application, etc. will be welcomed

Please allow time for processing. Usually at least 72 hours. Processing time will vary depending on the number of applications received.

If selected, please remember the following:

- All parties must be present at the scheduled date and time to sign the Rental Agreement
- Allow 45 minutes to complete the paperwork, turn on electricity, etc.
- The security deposit and prorated first month's rent is due at sign leasing. CERTIFIED FUNDS ONLY (cashier's check or money order). NO CASH, NO PERSONAL CHECKS and NO CREDIT CARDS. Your subsequent rent payments may be made by personal check

I have read the requirements and application instructions (required)

### Authorization To Release Information To Prospective Property Manager

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Attached is an Authorization to release information to Prospective Property Manager.

I have read and signed the attached authorization form (required)

### Terms and conditions

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I understand that this is a routine application to establish credit, character, employment, and rental history. I also understand that this is NOT an agreement to rent and that all applications must be approved. I authorize verification of references given. I declare that the statements above are true and correct, and I agree that the landlord may terminate my agreement entered into in reliance on any misstatement made above.

Agreed to (required)

**Agreed by (required)**

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By submitting this application, I am giving Pinnacle Management Group permission to run a background check on myself and any cosigners.

Please submit all documents and payments to:

Pinnacle Management Group  
1221 Kapiolani Blvd. Suite 6A4  
Honolulu, HI 96814  
Phone: 808.688.8898

Office Hours: Monday-Friday 8:30 a.m.-5:00 p.m.



## Authorization to Release Information to Prospective Property Manager

For Current and / or previous landlord:

I am applying to rent a unit from Pinnacle Management Group. I authorize my current and or previous landlords to release any and all information that might be requested by Pinnacle Management Group. This includes, but is not limited to: payment history, complaints, previous credit reports, and anything else that they may request. You may provide Pinnacle Management Group with copies of my entire tenant file. There is no limit to the information that may be released.

I will hold any and all current or previous landlords free and harmless from any and all liability for verbal or written information provided to Pinnacle Management Group.

For Current and / or previous employer:

I am applying to rent a unit from Pinnacle Management Group. I authorize my current and or previous employers to release any and all information that might be requested by Pinnacle Management Group. This includes dates of employment and monthly gross pay.

I will hold any and all current or previous employers free and harmless from any and all liability for verbal or written information provided to Pinnacle Management Group.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Pinnacle Management Group  
1221 Kapiolani Blvd Suite 6A4, Honolulu, HI 96814  
Phone: 808.777.6981 Direct fax: 808.597.8180 Email: [assistant@pmghi.com](mailto:assistant@pmghi.com)  
Website: [www.pmghi.com](http://www.pmghi.com)