



1-1-2016

Lei Hawaii Realty Inc.

[leihawaiiigroup@gmail.com](mailto:leihawaiiigroup@gmail.com)

(808)922-3008

## Application Procedure

---

1. Check our website and download the following documents.

**Read and understand the documents before you apply.** We will use these for the contract.

Go to: <https://leihawaii.managebuilding.com>

Click **Documents** tab and download the following documents.

1. **Rental Agreement (template. Final version will be prepared after you apply.)**

2. **Additional Contract (Long Term.)**

**Please read and understand before apply. Material facts are listed in the contract.**

3. **R Renters Insurance Lease-Addendum.**

**We require tenants have the renter's insurance defined in this contract.** Please read "Renters Insurance Brochure". The group insurance policy which Lei Hawaii Realty Inc. provide requires \$14.5 per month with monthly rent. Need 10 digit phone number to apply.

**If you have any insurance which all requirement written in this addendum is satisfied, please let us know before you apply. Once you apply through on-line, you are required to have our group policy insurance.(\$14.5 per month and no pro rate fee.)**

4. **Lead-based Paint Pamphlet** (Lead-based Paint might be used in the property.)

5. **A Additional Contract (Memorandum 1)**

If tenant apply for the property without seeing inside, we require this document.

6. **Leaving Notice**

Tenant has to use this leaving notice when tenant moves out.

2. Click **Apply Online** in **Rental Application** menu in right bottom section.

3. Fill everything out for the on-line application form and accept the terms and condition. You need to provide nonrefundable **\$20 fee** for the application with 50 cents convenience fee.

4. Send the following document through email. All tenants' information are required.

1. **Copy of ID (Passport, driver's license)**

See also the back page.

**2. Any kind of financial proof (last 3 month payroll)**

**3. Any other documents which Lei Hawaii Realty Inc. or the owner of units require tenants.**

5. After we have received the all documents, information and application fee through on line, we will screen the application. Meanwhile we might check the credit history. If we do not receive the above documents, please understand we might chose other tenants for the unit.

6. In three or four business day, we will inform if you are accepted to the provided email address. We will not tell why your application is accepted or denied.

7. **Once you are accepted, we set up your bank account in the application form for the future rent payment.** We will charge onetime \$10.5 for the setup fee. This is nonrefundable. **For the first month rent, GE tax, insurance fee, and deposit, as soon as the applicant is accepted by the owner, Lei Hawaii Realty Inc. will deduct from your bank account you provided in this application with 50 cents continence fee through EFT.** EFT transaction takes a few days to transfer the money to our company. If we cannot receive the payment, we cancel the contract. Please check if there is enough balance in your bank account in advance. **Every month rent payment, we charge you 50 cents for EFT payment.**

8. Bring all the contract documents with your signature within 3 days after we send you the documents. Also please bring a **void check** for the rent bank account. We can sign the contract in our office as long as you set up the date in advance. **If you do not provide the required documents within 3 days, we will cancel the contract. In any circumstances, Lei Hawaii Realty Inc. and the owner will not refund any kinds of fee including rent and deposit after the owner accepts the application. The contract starts when the owner accepts the application, not when you sing the contract.**

• To receive the key for the property, we need all the payment and documents listed above and also the **valid renter's insurance.**