

**MARCUS PROPERTY MANAGEMENT, LLC**  
**Resident Selection Criteria**  
**SafeRents<sup>SM</sup> Applicant Screening and SafeRents<sup>SM</sup> Criminal Search**

**1. Identity Verification.** Two forms of ID will be required. Government issued photo identification will need to be presented by all applicants and co-signors in addition to one other form of ID.

**2. Consent to Verify Credit and Criminal Background.** All applicants and co-signors must agree to the following by executing this Resident Selection Criteria form, a Rental Application form, and a Consent form:

I hereby consent to allow Marcus Property Management, LLC, through its designated agent and its employees, to obtain and verify my credit information including a criminal background search for the purpose of determining whether or not to lease to me a home. I understand that should I lease a home, Marcus Property Management, LLC and its agent shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for improving application methods.

\_\_\_\_\_  
Initials

**3. Scoring of your Consumer Credit Report.** Marcus Property Management, LLC uses an empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill-payment history, the number and type of accounts that you have, late payments, collection actions, outstanding debt, and the age of your accounts. Using a statistical program, we compare this information to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay your rent in a timely manner and fulfill your other lease obligations. If you would like information regarding how to improve your credit score, please let us know and we will provide you with more detailed information regarding this process. Based upon your credit score, your application will either be accepted or rejected. If your application is rejected, you will be given the name, address and telephone number of the consumer reporting agencies which provided your consumer information to us. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to Marcus Property Management, LLC for further consideration. In the event the applicant has no credit record a co-signer will be required.

**4. Criminal Background Search.** If your application is accepted, we will conduct a criminal background search. It is our policy not to lease to applicants which fall into the following categories:

All Felony Convictions are automatically denied.

All Felony Arrests and Unknown Dispositions are denied for records that are 7 years or less.

All Misdemeanor Convictions are denied for:

- Offenses against property
- Offenses against persons
- Offenses involving firearms or weapons
- Offenses involving illegal drugs
- Offenses involving sex or sex crimes

All Misdemeanor Arrests and Unknown Dispositions are denied for records that are 7 years or less for the following offenses:

- Offenses against property
- Offenses against persons
- Offenses involving firearms or weapons
- Offenses involving illegal drugs

Offenses involving sex or sex crimes

All Unknown Level of Offense Convictions are denied for:

- Offenses against property
- Offenses against persons
- Offenses involving firearms or weapons
- Offenses involving illegal drugs
- Offenses involving sex or sex crimes

All Unknown Level of Offense Arrests and Unknown Dispositions are denied for 7 years or less for the following offenses:

- Offenses against property
- Offenses against persons
- Offenses involving firearms or weapons
- Offenses involving illegal drugs
- Offenses involving sex or sex crimes

If the criminal background search reveals past criminal behavior which is contrary to your lease application, our acceptance of your lease application will be withdrawn.

**5. Income Verification.** If your application is accepted, we will require verification of income by

Recent pay stub (30 days worth of stubs)

Tax return (e.g., 1040, 1040EZ) (Only for self employment)

General Excise Tax Records (Only for self employment)

Letter from employer on company letterhead (Only for new hire)

OR

Applicant proof (e.g., bank/mutual fund statements) of assets greater than 1 year's rent

If we are unable to verify your income or your income is contrary to your lease application, our acceptance of your lease application will be withdrawn.

**6. Prior Landlord Reference**

One (1) prior landlord references are required to be verified in writing. If the prior landlord reference is not available or if the reference is a relative a co-signer is required. If the landlord reference is not satisfactory the application will be declined.

**7. Evictions Check**

SafeRent Applicant Screening examines millions of evictions records from over two-thirds of the U.S. to discover past landlord/tenant filings or evictions against each applicant. Any declined applicants will receive an Adverse Action letter indicating that an eviction filing or judgment record was found.

**8. Fraud Check**

SafeRent Applicant Screening performs fraud checks on all social security numbers (SSNs) against the Social Security Administration's fraud database. Any fraudulent applications will result in a declined application.

**9. FBI Terrorist/Most Wanted Check**

Each applicant's name is checked against an FBI database of individuals and aliases listed as Terrorists and Most Wanted. If a match is found further investigation will be done through the FBI website. Once confirmed the application will be declined.

**10. Wanted Fugitive Lists Published by (10) additional Federal Agencies**

Each applicant's name is checked against agencies such as the U.S. Department of Justice, the U.S. Customs Service, the U.S. Marshals Service, the U.S. Secret Service, the U.S. Drug Enforcement Agency and others. If a match is found the application will be declined.

**11. Other Wanted Fugitive Lists**

Each applicant's name is checked against state and local law enforcement agencies. If a match is found the application will be declined.

**12. Application Fees**

A \$25.00 non-refundable application fee is required for each adult applicant over the age of 18. Once application and fee is received it cannot be withdrawn after processing begins. In the event we receive an NSF notice for application fee payments the application will be declined. In the event a co-signer is required a \$25.00 non-refundable application fee is required. Once application and fee is received it cannot be withdrawn after processing begins. If a co-signer is not received within 48 hours of notification of acceptance with condition your application will automatically be declined and you will need to reapply under a new application which will require an additional application fee.

**13. Application Processing**

In the event multiple applications are received for the same rental home we will process all applications in the order that they are received according to the time and date submitted. No applications will be processed with missing information or without receipt of application fees. The first qualified applicant that is approved will be selected for the rental home. Any additional approved applicants will be placed on our priority waiting list for rentals up to the rental rate that they are qualified for. The approved application will remain on file for a period of one year. After 90 days on the priority wait list your application will need to be processed again at no additional charge to determine if your application still meets the qualifying criteria.

Security deposit is required within 24 hours of notification of approval to secure the property. Security Deposit must be either a Cashier's Check or Money Order. In the event the security deposit is not received the rental will go to the next available qualified applicant. Security deposits will be deposited upon receipt and conveys intent to take occupancy of the unit no more than 7 days from receipt of deposit. In the event we receive an NSF notice for security deposit payments, our acceptance of your lease application will be withdrawn.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

I hereby consent to allow MARCUS PROPERTY MANAGEMENT, LLC, through its designated agent and its employees, to obtain and verify my credit, criminal and related information for the purpose of determining whether or not to lease to me an apartment. I understand that should I lease an apartment, MARCUS PROPERTY MANAGEMENT, LLC and its agent shall have a continuing right to review my credit information, rental application, criminal information, related information, payment history and occupancy history for account review purposes and for improving application methods.

**www.saferent.com**

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**Applicant (or Co-Signer) Name**

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**Signature**

**Date**

**MARCUS PROPERTY MANAGEMENT, LLC – RENTAL APPLICATION**  
1045 Mapunapuna Street, Honolulu, HI 96819 Tel. (808) 839-7446 Fax (808) 833-6259  
Website: [www.marcusrealty.com](http://www.marcusrealty.com) Email: rentalinfo@marcusrealty.com

**For Rental Unit Located at:** \_\_\_\_\_

**Instructions:** Please print and complete all sections. If a section does not apply to you please put "N/A". Any fields that are left blank will cause your application to be returned incomplete. Each adult applicant over the age of 18 must complete a separate application. An application fee of \$25.00 per adult applicant must be received with the application or it cannot be processed.

Applicant: \_\_\_\_\_

Last Name	First Name	Middle Initial
_____		
Social Security Number	Date of Birth	
_____		
(     )	(     )	(     )
Home Telephone	Cell Telephone	Work Telephone
_____		

**Current Housing:** \_\_\_\_\_

Present Address

\_\_\_\_\_

Landlord's name	Phone number
_____	_____
How long at this address?	Rent amount
_____	_____
Reason for moving?	
_____	

**Previous Housing::** \_\_\_\_\_

Present Address

\_\_\_\_\_

Landlord's name	Phone number
_____	_____
How long at this address?	Rent amount
_____	_____
Reason for moving?	
_____	

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Current  
**Employer #1** \_\_\_\_\_  
Company

Supervisor \_\_\_\_\_ Phone number \_\_\_\_\_

How long employed? \_\_\_\_\_ Monthly Income \_\_\_\_\_

Current  
**Employer #2** \_\_\_\_\_  
Company

Supervisor \_\_\_\_\_ Phone number \_\_\_\_\_

How long employed? \_\_\_\_\_ Monthly Income \_\_\_\_\_

**Other Income** \_\_\_\_\_  
Type of Income

Contact \_\_\_\_\_ Phone number \_\_\_\_\_

How long are you receiving this income? \_\_\_\_\_ Monthly Income \_\_\_\_\_

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**Other Occupants:** \_\_\_\_\_  
Last name First name Middle initial

\_\_\_\_\_  
Social security number

\_\_\_\_\_  
Last name First name Middle initial

\_\_\_\_\_  
Social security number

\_\_\_\_\_  
Last name First name Middle initial

\_\_\_\_\_  
Social security number

\_\_\_\_\_  
Last name First name Middle initial

\_\_\_\_\_  
Social security number

**Miscellaneous:**

Have your or any other person listed on this application been involved in any criminal activity that might adversely affect the health, safety, or welfare of other tenants?

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Have you read, signed and understand the Resident Screening Criteria?

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Have you read, signed and understand the Consent Form to release information?

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Have you included one completed Rental Application for each adult occupant over the age of 18?

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How did you hear about the property?

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In case of an emergency please notify:

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Applicant

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Date