



Marcus Property Management, LLC

Resident Selection Criteria

SafeRentSM Applicant Screening and SafeRentSM Criminal Search

1. Each prospective occupant that is 18 years of age or older is required to complete an individual application.

2. Identity Verification. Two forms of ID will be required from all applicants and co-signers. A Government issued photo identification & one other form of ID is acceptable.

3. Consent to Verify Credit and Criminal Background. All applicants and co-signers 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

4. 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 contact information 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.

5. 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 Misdemeanor 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.

6. Income Verification.

To process your application we will require verification of income by one of the following:

Recent pay stub (30 days worth of stubs)

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

General Excise Tax Records (*NEW* self employment)

Letter from employer on company letterhead (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.

7. Prior Landlord Reference

At least one (1) prior landlord reference is required to be verified. If the landlord reference is not satisfactory the application will be declined.

8. 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.



9. 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.

10. 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.

11. 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.

12. 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.

13. Application Fees

A \$25.00 non-refundable application fee is required for each applicant in the form of Personal check, Money Order, Cashiers Check or cash in exact change only. 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. 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.

14. 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 approved applicant will be offered the rental unit and any additional approved applicants will be placed on our priority waiting list. The approved applications 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.

Once the unit is ready to be occupied it will be offered to the first approved applicant. Security deposit payment is required within 24 hours of notification of approval. At the time a security deposit is paid you will be asked to sign and agree to the terms of our Security Deposit Receipt. **Security Deposit payments must be in the form of a Cashier’s Check or Money Order.** In the event the security deposit payment or signature on the Security Deposit Receipt is not received the unit will be offered to the next approved applicant. Security deposits will be deposited upon receipt and conveys intent to take occupancy of the vacant 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.

By signing below I agree to all terms specified in this rental application.

Applicant Signature

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

Applicant Name *(Please Print)*

Applicant Signature

Date

Applicant Consent

Applicant Screening and Criminal Search

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MARCUS PROPERTY MANAGEMENT, LLC – RENTAL APPLICATION
1045 Mapunapuna Street, Honolulu, HI 96819 Tel. (808) 839-7446 Fax (808) 833-6259
Website: 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 applicant 18 years of age or older must complete a separate application. An application fee of \$25.00 per applicant must be received with the application or it will not be processed.

Applicant: _____
Last Name First Name Middle Initial

Social Security Number Date of Birth Email

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Home Telephone Cell Telephone Work Telephone

Present Address: _____
Street Apt. City State Zip

Landlord's name Phone number

Length of Residency (From – To) Monthly Rent Amount

Reason for moving?

Past Address: _____
Street Apt. City State Zip

Landlord's name Phone number

Length of Residency (From – To) Monthly Rent Amount

Reason for moving?



Current
Employer #1 _____

Company	Position / Title
Supervisor	Phone Number / Email / Fax
Length of Employment (From – To)	Monthly Gross Income

Current
Employer #2 _____

Company	Position / Title
Supervisor	Phone Number / Email / Fax
Length of Employment (From – To)	Monthly Gross Income

Other Income _____

Type of Income	
Contact / Address	Phone number / Email / Fax
How long are you receiving this income?	Monthly Income

Please list all individuals who will be residing in the unit.

Other Occupants: _____

Last name	First name	Middle initial
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If you need additional space, please use the back of this page)



Miscellaneous:

Have you 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?

Have you initialed, signed, read & understand the Resident Screening Criteria?

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

Has each prospective occupant that is 18 years of age and over submitted an application?

How did you hear about the property?

In case of an emergency please notify:

Name	Relation	Email
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Address	Phone
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By signing below I agree to all terms specified in this application and verify that all the information provided is accurate.

Applicant Signature

Date

