

Guide for Applicants for La Casa Condo Rental Units

La Casa is a Residential Condominium. In order to qualify for a long-term lease, applicants have to complete the “Application for Residency”, execute the Rental Agreement (lease), read the House Rules, sign the Receipt of House Rules, and then be approved by the Rental Agent and/or the Landlord/Owner.

This process may take from 2-5 days from the time the Rental Agent submits your “Application for Residency”, along with the Rental Agreement and Addenda.

Applicants may not move into the apartment until this process has been completed and the Rental Agent has informed the applicant(s), has collected the first month’s rent and the Security Deposit. **Note: There is no application fee or charge to be considered for the Rental.**

In order to select the next resident for this apartment here are the steps:

1. Prospects preview the apartment and the building, or if off-island, visit the website (WaltFloodRealty.com) and have a friend who resides on Oahu preview the apartment..
2. Applicants complete the “Application for Residency”, read the Rental Agreement Addendum, and read the Welcome to La Casa document.
3. Applicants submit the “Application for Residency”, along with a deposit of \$100.00 to the Rental Agent (refundable if application is NOT approved).
4. Rental Agent will verify the information on the “Application for Residency” (employment, references, current and/or previous landlord).
5. Rental Agent will prepare the Rental Agreement (lease), Addendum, along with the “Receipt of the House Rules” and submit the documents to the Lessee/Tenant.
6. If one or more of the Prospects/Applicants are approved, the Rental Agent will select one of the Applicants, based on the date and time of the submission, and how early the applicant can move-into the apartment.
7. Finally, the Rental Agent will have the new Tenant(s) complete the “Registration Form”, collect the rent, security deposit (initial deposit is applied toward the security deposit) and schedule the move-in date/time.

Here are some suggestions on how you can increase your chances that your “Application for Residency” will be submitted to the Landlord/Owner, for his/their approval.

1. Print all the information on the “Application for Residency”, in black ink.
2. Provide all the information on the form, and FAX to Toll Free (1-866-912-8984), or email the form to the Rental Agent.
3. You will need to show that your combined monthly income will be three times the rent (i.e. 3 x \$1,750.00 = \$5,250.00), by bank statements, IRS W-2 forms, or pay vouchers.
4. It would help if you were to provide 1-2 recommendation letters from past Landlords, past Rental Agents, long-time friends, and/or current residents in Atkinson Towers.
5. Attach a check in the amount of \$100.00, made out to Walt Flood Realty, which will be **refunded** if the Rental Agent does not approve your application.

Note: If the Rental Agent approves your application and you cancel the Rental Agreement, for any reason, you will **forfeit** the deposit. If you call/fax or e-mail and cancel the “Application for Residency” anytime **before** the Rental Agent approves, your deposit will be **refunded**.

Revised: August 31, 2015 (Walt Flood, REALTOR®, PB, DIR, NAR, SRES, MRP, RSPS)