



Kauhale Kaka'ako

860 Halekauwila St. #100, Honolulu HI 96813
Phone: (808) 593-9035 Fax: (808) 591-0250



It is illegal to discriminate against any person because of religion, color, sex (including gender or expression) ancestry/national origin, age, marital status, disability, race, familial status, sexual orientation, or HIV infection.

Location: **860 Halekauwila Street, Honolulu, HI 96813**
(Located half a block from Ward Avenue.) Conveniently located near Downtown Honolulu, Ala Moana Mall & Park, the Blaisdell Center and other recreational and cultural activities.

Number of Units/Size: 116 one-bedrooms / 578 sq. ft. (Approximate)
152 two-bedrooms / 728 sq. ft. (Approximate)
268 Total Units to include 13 handicap accessible units

Type of Structure: High-rise building with 29 floors containing 268 apartment units within a residential tower serviced by three elevators.

Amenities: **UNITS:**
Range with hood, refrigerator, dead-bolt lock, double kitchen sinks, L/R Blinds, ceiling fans, garbage disposal in all units (except ADA), air conditioners in most units, cable ready, and lanai (balcony).

OTHER:
On-Site Staff, Management Office, Central Laundry Facility, Fitness Center, Recreation Deck with pickle ball, basketball court, playground, and beautifully landscaped. Convenience store, covered parking (for additional fee managed separately by Diamond Parking with steep discount for our residents at \$60 first car/\$90 additional cars plus tax). Beautiful panoramic views. Pet Friendly up to 55 pounds (with a refundable pet deposit). Newly renovated and waiting for you!

MAX OCCUPANCY, RENTAL RATES, and MINIMUM INCOME REQUIREMENTS

<u>Unit Type</u>	<u>Max Occupants</u>	<u>100% AMI</u>	<u>Minimum Income Required</u>
1 bed/1bath	1-3 persons	\$1,886.00	\$4,715.00 monthly / \$56,580.00 yearly Gross (before taxes) Combined Incomes
2 bed/1 bath	2-5 persons	\$2,438.00	\$6,095.00 monthly / \$73,140.00 yearly Gross (before taxes) Combined Incomes

Income Maximums (Based on Household Occupancy):

1 Person: \$97,500 2 Persons: \$111,400 3 Persons: \$125,300 4 Persons: \$139,200 5 Persons: \$150,400

Utilities: Rent will include water, sewer, and garbage (except bulky items). Other services, i.e. electricity, telephone, cable television, & parking will be the tenant's responsibility.

Security Deposit: A security deposit equivalent to one month rent shall be paid prior to move-in.



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Tenant Selection Criteria & Process

Eligibility Requirements:

Applicants must meet the following criteria:

1. One person in the household must be 18 years or older
2. Occupancy Standards (as listed on 1st page of the application packet).
3. Household's gross income may not exceed the **maximum** income limit per household size as listed on 1st page of application.
4. Satisfactory credit rating and criminal check.
5. Acceptable landlord reference(s).
6. Demonstrated ability to pay rent and make timely payments.

Application Procedures:

Applications can be obtained by contacting the Kauhale Kaka'ako Management Office at 808.593.9035. Alternatively, requests can be made via email to laurak@hawaiiiaffordable.com and shellyc@hawaiiiaffordable.com.

Each applicant must complete an application and are required to provide information regarding their income, assets, birthdates, social security numbers, previous housing landlord reference(s), and other applicable information listed on the application. Application must be completely filled. If an item(s) does not apply, answer "no" or "N/A." Do **not** leave anything blank. Corrections or changes are to be made by lining through the original entry and entering the correct data; changes must be initialed by the person making the change.

Signed and dated applications will be processed on a first-come, first-serve basis. The application must be completed and signed by all adult household members. Incomplete applications will not be accepted. If an application is not completely answered, the date the application is completed and submitted will be the date that the application is considered accepted.

Grounds for Rejection (examples):

1. Total family income exceeds the applicable income limits published by HUD and/or HHFDC.
2. Household fails to respond to Management's letters.
3. Credit report showing outstanding collections, poor credit score and/or negative lines of credit.
 - a. Total balance owed on delinquent accounts exceeds \$5,000.00.
 - b. Outstanding Balance with a Utility Company
 - c. A Balance is owed to a prior Landlord
4. All adult household members fail to attend eligibility interview.
5. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.
6. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.
7. Negative landlord references that indicate lease violations such as non-payment of rent, disturbing the peace, harassment, poor housekeeping, improper conduct, or other negative references against the household.
8. Evictions reported in the last 5 years.
9. History of late payment of rent that demonstrates more than 2 late payments of rent in a six-month period for the past two-years. If late payments or non-payment or eviction was due to extenuating circumstances such as illness or loss of a job, documentation will be required for review on an individual basis.
10. Any evidence of illegal activity including drugs, gangs, etc.
11. Criminal history including but not limited to a felony conviction, drug related conviction, crimes involving violence or sexual crimes:
 - a. **Sex Offender** – Lifetime.

Sex offender is any person required to register as a sex offender and/or listed in the United States Department of Justice National Database for Registered Sex Offenders.

- b. **Distribution and/or Manufacture of a Controlled Substance** – Lifetime.



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- c. **All other Drug-Related** – Ten (10) years from applicant's date of most recent conviction and/or ten (10) years from the applicants most recent release date from prison.

Drug related activity includes all convictions for using drugs and/or possession of drug paraphernalia.

- d. **Violent Criminal Activity** – Lifetime.

Violent criminal activity includes all felony crimes against people and/or property.

- e. **Non-Violent Crimes** – Ten (10) years from applicant's date of most recent conviction and/or ten (10) years from the applicants most recent release date from prison.

Non-violent crimes include all other felony convictions not listed above.

- f. **Multiple Convictions** – Ten (10) years from the date of applicants' last conviction.

Multiple Convictions are ten (10) or more misdemeanor convictions in a lifetime.

***Note:** The purpose of conducting criminal background checks is to provide decent, sanitary and safe housing to all residents as well as to eliminate the direct threat to the safety and well-being of all residents, staff and personal property.

12. Negative personal references that indicate adverse or poor reflections of the household.
13. Household cannot pay full security deposit at move-in.

Should applicants fail to meet screening criteria, they will be mailed a notice in writing indicating type of rejection. Applicants may contact management office for explanation of rejection and/or submit new application for Wait List.

Eligibility Process:

Upon receipt of the application, a background and credit report will be pulled for all adults in the household. Once the initial credit and background screening is completed, eligible applicants will be contacted in writing to begin the application eligibility process. Applicants must respond within the specified time or their application will be cancelled. Applicants will be required to submit requested documentation in a timely manner. In order to be income eligible, third-party verifications are required to verify Applicant's income, assets, and landlord & personal references. Applicants will be required to attend an eligibility interview. Once applications are approved by the Managing Agent, Applicants will be notified of unit availability. At times when there are no vacancies, approved applicants will be put on a waitlist and will be contacted as a unit becomes available.

Annual Recertification Requirements:

All residents must recertify annually. Proposed changes of household composition and student status must be immediately reported to Management. A request to add an additional household member(s) must be in writing and approved by Management as well as the Section 8 Program (if applicable) prior to a new member(s) moving into the unit.



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Requested Documents to Process Application

The following is a list of items that, if applicable to you or anyone in your household, will need to be provided in order for your application to be considered complete. We recommend that you provide these documents along with your initial application for faster processing. **For each household member, make sure to include all income and assets applicable. Do not omit items.** Failure to disclose any income/assets could result in application cancellation or lease termination.

Please bring the most recent documents and statements available. Failure to provide all necessary documents will delay the processing of your application.

1. **Employment Information:** Two (2) *consecutive* Paystubs
2. **Self-Employment Information:** Current Schedule C Form, Financial Statement for current six (6) months, and GET taxes.
3. **Welfare Benefits:** Notification of Benefits, IM Division, address and worker's name.
4. **Social Security &/or SSI Benefits:** Award Letter
5. **Pension &/or Retirement:** Address, ID numbers or any documents verifying pension/retirement amount.
6. **Child Support:** Copy of Court Letter and Latest Paystub.
7. **Unemployment Benefits (UIB), Workman's Compensation, &/or Temporary Disability Benefits (TDI):** Bring verification of application for UIB/Worker's Comp/TDI. If you have already received a determination letter, bring the letter. If you are already receiving benefits, bring the determination letter, payment card or a copy of check (UIB-only), and statement from insurance company (TDI & Workman's Compensation only).
8. **HUD/Section 8 Voucher** – Please get *confirmation* from your caseworker that your voucher covers our full rent amount (1-BDRM: \$1,886 & 2-BDRM: \$2,438). In addition, *let them know that tenants are responsible for electricity for their unit and that each unit has their own individual water heater.* Have them conduct a rent reasonability test with our actual rent for the 96813 zip-code and your actual income/asset situation.
9. **All Bank Accounts:** One (1) Checking, One (1) Savings, One (1) IRA, etc. statement(s)
10. **Other Assets:** Stocks, Bonds, Real Estate, Property Assessment form, and etc.
11. **Picture ID, Birth Certificate, Social Security Card/VISA:** Required for all household members regardless of age. Valid IDs only; no expired IDs.
12. **Addendum to Application for Residency** – Signed authorization to consent to background checks for all household members *over* 18 years.
13. **Authorization to Release Information** – Signed authorization to consent for income and asset verifications for all household members *over* 18 years.

If you have any questions or concerns, please feel free to call the office at 808.593.9035 between 9:00 AM to 5:00 PM, Monday-Friday, excluding State & Federal holidays, or send an email to laurak@hawaiiaffordable.com.

Sincerely,

Laura Kim
Property Manager



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INSTRUCTIONS: PLEASE PRINT AND COMPLETE BOTH PAGES. ANSWER EACH SECTION AND ITEM. IF NOT APPLICABLE, WRITE "N/A"

IN THE SPACE PROVIDED. DO NOT LEAVE BLANKS. SIGN AND DATE THE APPLICATION ON THE BACK SIDE.

APPLICANT(S) & HOUSEHOLD	MEMBER NO.	APPLICANT (HEAD OF HOUSEHOLD)						
	1	LAST NAME		FIRST NAME		INITIAL		
		SSN		BIRTH DATE				
		PHONE	ALT PHONE	EMAIL				
		← SPECIFY TYPE OF PHONE NUMBER (HOME, CELL, OR BUS)						
		CO-APPLICANT (CO-TENANT)						
	2	LAST NAME		FIRST NAME		INITIAL		
		SSN		BIRTH DATE				
		PHONE	ALT PHONE	EMAIL				
		← SPECIFY TYPE OF PHONE NUMBER (HOME, CELL, OR BUS)						
		MAILING ADDRESS						
	NO.		STREET			APT/UNIT		
	CITY			STATE		ZIP CODE		
	OTHER HOUSEHOLD MEMBERS (LIST ALL OTHERS. DO NOT LIST APPLICANT & CO-APPLICANT).							
	MEMBER NO.	FULL NAME		BIRTH DATE		SSN OR ALIEN NO.		
3								
4								
5								
UNIT TYPE	TYPE OF UNIT YOU ARE INTERESTED IN. Check at least one.							
	N/A	1 Bedroom	80% AMI	Max 3 occupants allowed	N/A	2 Bedroom	80% AMI	Min 2 occupants required & Max 5 occupants allowed
		1 Bedroom	100% AMI		2 Bedroom	100% AMI		
<small>If N/A shown next to unit type, none are available for rent.</small>								
HOUSEHOLD INCOME	COMPLETE FOR EVERYONE ON THE APPLICATION.							
	MEMBER NO.	EMPLOYER'S NAME	POSITION	HOURS	ANNUAL GROSS PAY			
					THIS YEAR		NEXT YEAR	
	MEMBER NO.	SOURCE	MONTHLY AMOUNT	MEMBER NO.	SOURCE	MONTHLY AMOUNT		
		WELFARE			VETERAN'S COMP			
		SOCIAL SECURITY			VETERAN'S PENSION			
	UNEMPLOYMENT			CHILD SUPPORT				
	WORKER'S COMP			ALIMONY				
	RETIREMENT			FAMILY SUPPORT				
	PENSION			OTHER				
Do you receive Section 8?				<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, is it a <input type="checkbox"/> Voucher <input type="checkbox"/> Certificate		
Section 8 applicants must have fully approved section 8 voucher with our current rent + electric water heater (tenant paid) included in the approval.								



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COMPLETE FOR EVERYONE ON THE APPLICATION.

HOUSEHOLD ASSETS	CHECKING ACCOUNT <input type="checkbox"/> Yes <input type="checkbox"/> No						STOCKS/MUTUAL FUNDS <input type="checkbox"/> Yes <input type="checkbox"/> No							
	MEMBER NO.	FINANCIAL INSTITUTION NAME	ACCT NO.	BALANCE	MEMBER NO.	STOCK/MUTUAL FUND NAME	#SHARES & VALUE							
	SAVINGS ACCOUNT <input type="checkbox"/> Yes <input type="checkbox"/> No						BONDS <input type="checkbox"/> Yes <input type="checkbox"/> No							
	MEMBER NO.	FINANCIAL INSTITUTION NAME	ACCT NO.	BALANCE	MEMBER NO.	DENOMINATION	#BONDS & VALUE							
PROPERTY/REAL ESTATE <input type="checkbox"/> Yes <input type="checkbox"/> No						LIFE INSURANCE <input type="checkbox"/> Yes <input type="checkbox"/> No								
MEMBER NO.	LOCATION	EST. VALUE	EST. EQUITY	MEMBER NO.	COMPANY NAME	CASH VALUE								
OTHER ASSETS						YES	NO	BALANCE						
A	IRA/KEOGH/DEFERRED COMP.													
B	TRUST FUND													
C	JOINT ACCOUNT													
D	REAL PROPERTY (LAND/BUILDING)													
E	INVESTMENT (COIN COLLECTION, ANTIQUES, ETC.)													
F	PROFIT SHARING													
HAVE YOU EVER RENTED ON YOUR OWN?						<input type="checkbox"/> Yes	<input type="checkbox"/> No							
DO YOU PRESENTLY OCCUPY A RENTAL UNIT?						<input type="checkbox"/> Yes	<input type="checkbox"/> No							
LANDLORD INFORMATION														
Required for landlord verification. If unable to contact, it may affect your application.														
RENTAL HISTORY	PRESENT LANDLORD	LAST NAME				FIRST NAME				INITIAL				
		NO.	STREET				APT/UNIT				CITY/STATE/ZIPCODE			
		PHONE				FAX				EMAIL				
		HOW LONG AT PRESENT RENTAL ADDRESS? (LIST YEARS & MONTHS)				NO. OF BEDROOMS	RENT AMOUNT	ARE UTILITIES INCLUDED?						
		Years				Months				<input type="checkbox"/> Yes <input type="checkbox"/> No				
		REASON FOR LEAVING:												
PREVIOUS LANDLORD	LAST NAME				FIRST NAME				INITIAL					
	NO.	STREET				APT/UNIT				CITY/STATE/ZIPCODE				
	PHONE				FAX				EMAIL					
	HOW LONG AT PREVIOUS RENTAL ADDRESS? (LIST YEARS & MONTHS)				NO. OF BEDROOMS	RENT AMOUNT	ARE UTILITIES INCLUDED?							
	Years				Months				<input type="checkbox"/> Yes <input type="checkbox"/> No					
HAVE YOU OR ANY PERSON(S) LISTED ON THE APPLICATION BEEN CONVICTED FOR ANY CRIME?														
<input type="checkbox"/> Yes <input type="checkbox"/> No														
LIST OFFENSE AND DATE IN THE SPACE BELOW.														



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APPLICANT CERTIFICATION

I (WE) UNDERSTAND THAT WITHHOLDING, AND/OR LISTING FALSE INFORMATION IS GROUNDS FOR: 1) DENIAL OF ADMISSION TO THIS PROGRAM AND FUTURE PROGRAMS; 2) IMMEDIATE EVICTION AND TERMINATION OF RENTAL AGREEMENTS; 3) PAYMENT OF BACK CHARGES; 4) PROSECUTION UNDER THE LAWS OF THE COUNTRY, STATE, AND FEDERAL GOVERNMENTS.

APPLICANT'S SIGNATURE

DATE

CO-APPLICANT'S SIGNATURE

DATE



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ADDENDUM TO APPLICATION FOR RESIDENCY

For: _____
Applicant Full Name and Social Security Number

I hereby authorize the Landlord or Landlord's agent to verify the information on the application. Verification or re-verification of any information contained in the application will be retained by Landlord. I hereby authorize Tenant Data Services Inc. to obtain information about me, including, but not limited to, this application, my credit, my tenant history, my check writing history, any court records and/or my criminal record, and I hereby authorize and instruct any entity or person contacted by Tenant Data Services Inc. or the Landlord or Landlord's agents to release such information to them. Upon request, Tenant Data will provide the name and phone number of the source of the information used in the verification process.

Applicant: _____ **Date:** _____
A photocopy or fax may be used in lieu of the original

Leasing Agent: _____ **Date:** _____



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Leasing Agent: _____ **Date:** _____

AUTHORIZATION TO RELEASE INFORMATION

RE: Applicant/Tenant: _____ Unit # _____

Property Name: _____

Address: _____

As managing agents for this Low Income Housing Tax Credit Project, Federal Regulations require we verify the program eligibility of all members of families applying for admission and verify this information periodically for residents. To comply with this requirement, your cooperation is needed in supplying the information requested. This information will be held in strict confidence for use in determining eligibility status and income for this family. A signed authorization for your release appears below. Please complete the attached form and return it to the address above at your earliest convenience. Thank you for your assistance.

Authorized Signature

Title

Print Name

Date

Release by Applicant/Tenant

I hereby authorize the release of all requested information.

Signature

Date

Verification form is attached.



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