



KAULANA MAHINA

Work Force Housing

The heart of Wailuku, Kaulana Mahina introduces 324 brand new apartment homes with 195 designated Work Force Housing reserved for households earning more than 50% and up to 140% of the area median income (AMI), which include Studios, 1-bedrooms, and 2-bedroom units. The lottery will determine the order in which applicants will be screened. All applications received after the application deadline will be added to the bottom of the waitlist after the lottery has been run. Lottery results will be posted on our website within 10 days of the lottery.

Workforce Housing Timeline

Applications are available for pick up daily from	Application deadline for the initial lottery	Lottery for 195 Residential Workforce Housing Units to be held virtually**	First Homes Available Subject to change depending on construction timeline.
October 2, 2023, to October 8, 2023	October 29, 2023	November 20, 2023	First Quarter of 2024

Rents

Rent Limit	80%			100%		
	Studio	1	2	Studio	1	2
Rent	\$1,383	\$1,467	N/A	N/A	\$1,901	\$2,252
Rent Limit	120%			140%		
	Studio	1	2	Studio	1	2
Rent	N/A	\$2,336	\$2,774	N/A	N/A	\$3,295

Households must meet the minimum income requirement of 2.5 times the monthly rent. Households are responsible for the following utilities: electricity, water/sewer, cable/internet, and personal liability insurance.

Income Table

Maui	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
80% of	\$64,880	\$74,160	\$83,440	\$92,640	\$100,080	\$107,520	\$114,880	\$122,320

Median								
100% of Median	\$81,100	\$92,700	\$104,300	\$115,800	\$125,100	\$134,400	\$143,600	\$152,900
120% of Median	\$ 97,320	\$ 111,240	\$ 125,160	\$ 138,960	\$ 150,120	\$ 161,280	\$ 172,320	\$ 183,480
140% of Median*	\$113,540	\$129,780	\$146,020	\$162,120	\$175,140	\$188,160	\$201,040	\$214,060

Disclaimer: The income limits and associated rents are subject to change due to changes in published limits or utility allowances and will be verified at the time applications are processed.

Qualifications to Rent a Residential Workforce Housing Unit

Housing Agent or its designee will verify applicant households meet all the following eligibility requirements, as set by the definitions in MCC Section 2.96.020 and eligibility criteria in MCC Section 2.96.090(B)(l), (2), (3), (4), and (5).

To be eligible for a Residential Workforce Housing Unit, an applicant must meet the following criteria:

1. Be a citizen of the United States or a permanent resident alien who is a resident of the County.
2. Be eighteen years of age or older.
3. Have a gross annual family income (not to include the income of minors) which does not exceed one hundred forty percent (140%) of the County's area median income as established by HUD, or as adjusted by the department, for Hana, Lanai, and Molokai; and
4. Have assets that do not exceed one hundred forty percent (140%) of the County's area median income as established by HUD or as the department adjusted for Hana, Lanai, and Molokai. Assets shall include all cash, securities, stocks, bonds, and real property. Real property shall be valued at fair market value less liabilities on such real property.
5. For a period of three years before the submittal of the Ownership Application, have not had an interest of fifty percent (50%) or more in real property in fee or leasehold in the United States, where the unit or land is deemed suitable for dwelling purposed, unless the applicant is selling an affordable unit and purchasing a different affordable unit that is more appropriate for the applicant's family size.

Provided that per Section 2.96.100(B)(l), MCC, if the Project is receiving federal and/or state assistance (e.g., low-income housing tax credits or subordinate financing made available by HHFDC), the applicable federal and/or state eligibility criteria shall control.

Application and Lottery Processes

Step 1: Application Distribution

- Applications will be available from October 02, 2023, through October 08, 2023, between 9:00 am – 5:00 pm Monday – Friday, with evening hours from 6:00 pm to 8:00 pm on Wednesday and Friday, 11 am – 5 pm Saturday and Sunday, lottery applicants will be able to pick up a rental application in person at 400 Hana Hwy, Suite B, Kahului, Maui, HI, 96732 (temp office will be used during full application pick up and submission timeline). A reasonable accommodation can be requested on an individual basis for applicants to pick up and submit applications electronically.

- Rental applications submission to 400 Hana Hwy, Suite B, Kahului, Maui, HI, 96732 or via email (With reasonable accommodation).
- Applicants must submit only one (1) completed application per household.
 - Each application will be numbered as received and will be logged into a spreadsheet and checked to ensure no duplications are accepted.
 - Duplicate applications will be removed, keeping one per household.
- To be eligible for the lottery, applicants must submit their completed application to 400 Hana Hwy, Suite B, Kahului, Maui, HI, 96732 in person on or before October 29, 2023, by 5:00 p.m. Hawaii Standard Time (HST). Applications received after the due date and time will be added to the bottom of the waitlist after the lottery has been run.

Each application will be entered into a spreadsheet in the date and time order in which it was received.

- Each application received will be pre-qualified prior to being entered into the lottery.

Step 2: Application Submission

- Applicants must submit their **COMPLETED APPLICATION** to 400 Hana Hwy, Suite B, Kahului, Maui, HI, 96732 in person on or before October 29, 2023, by 5:00 p.m. Hawaii Standard Time (HST).
- Completed application will include income and asset documentation for all household members over the age of 18. See checklist provided.
- Only fully filled out application packet with signatures from each applicant over the age of 18 will be accepted.
- Application must be turned in by a member of the household listed on the application and must have proof of current ID on with them for verification purposes.

Step 3: Lottery

- Lottery to be held virtually on 11/20/2023. A link to watch the drawing will be posted on our website. <https://kaulanamahinaapts.com/>
- Winning lottery numbers will be posted on our website within 10 days of the lottery.

Step 4: Household Qualification

Within the first 10 days following the lottery, the property manager will contact the first 50 households in the final ranking order of the lottery list to begin the income certification process:

1. Verification of eligibility requirements, as set by the definitions in MCC Section 2.96.020 and eligibility criteria in MCC Section 2.96.090(B)(1), (2), (3), (4), and (5).
2. Credit/ background screening to be run prior to income and asset qualifications. \$50 application fee, per household member over the age of 18 will be due.
3. Income and asset qualification based on HHFDC requirements.

Households will be income and asset-qualified in batches as each building is delivered. Unit delivery will happen in stages, starting with building one (1).

WFH RENTAL PROGRAM INCOME & ASSET - DOCUMENTATION CHECKLIST

The following documentation is due for each household member who is 18 years old or older.

Household Name: Jane Doe

INCOME

If you work and receive paystubs, submit:

- Copies of 3 months' worth of consecutive paystubs, beginning with the most recent paystub. (Paystubs: bi-weekly pay is 7, semi-monthly pay is 6, weekly is 13, and monthly is 3)
- If hired recently, provide Employment Offer Letter + first paystub

If you receive severance pay, Social Security, unemployment benefits, retirement income, disability, public assistance, or the like, submit:

- Most recent benefits letter(s) stating your monthly award

If you are Self-Employed, you must:

- Complete the Self-Employed Declaration form (Contact leasing agent to request form)
- Submit your Year-to-Date Profit and Loss statement
- Submit the past year's federal income tax returns

If you are Unemployed and have ZERO income, you must:

- Complete the Unemployment Declaration (Contact leasing agent to request form)
- Complete Certificate of Zero Income (Contact leasing agent to request form)

ASSETS

- IF under \$5,000K in assets, talk to the leasing office before submitting bank statements.

Please submit:

- 6 consecutive and most recent official bank statements for **Checking** accounts and include **ALL** pages.
- 1 most recent statement for all other assets (e.g., Savings, 401K, Money Market, Cash Apps, Crypto, etc.) and include **ALL** pages.
 - A written explanation and supporting documentation for any deposits recurring deposits other than that of your documented employment

Taxes:

- Current year's federal income taxes, all pages, schedules, and W2, 1099..etc.

NAA APPLICATION

- Complete the attached NAA Application

Tenant Income Certification Questionnaire (TICQ)

- Complete the attached TICQ form

RELEASE & CONSENT FORM

- Complete the attached Release and Consent form

STUDENT STATUS FORM

- Complete the attached Student Status form

RESIDENT QUALIFICATION ACKNOWLEDGEMENT (RQA)

- Complete the attached Resident Qualification Acknowledgment form (Move-IN only)

**RENTAL APPLICATION FOR
RESIDENTS AND OCCUPANTS**
(Each co-applicant and each occupant 18 years old
and over must submit a separate application.)



Date when filled out: _____

APPLICANT INFORMATION

Full Name (Exactly as it appears on Driver's License or Govt. ID card)

List any previous names or aliases you have used within the last _____ years

Birthdate _____ Social Security # _____ Driver's License # _____ State _____

Government Photo ID card # _____ Type _____

Home Phone Number _____ Cell Phone Number _____ Work Phone Number _____

Email Address _____

I am applying for the dwelling located at: _____

Is there another co-applicant? yes no

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

Co-applicant Name _____

Email _____

OTHER OCCUPANTS

Full Name _____

Date of Birth _____ Social Security # _____ Driver's License # _____ State _____

Government Photo ID card # _____ Type _____

Full Name _____

Date of Birth _____ Social Security # _____ Driver's License # _____ State _____

Government Photo ID card # _____ Type _____

Full Name _____

Date of Birth _____ Social Security # _____ Driver's License # _____ State _____

Government Photo ID card # _____ Type _____

Full Name _____

Date of Birth _____ Social Security # _____ Driver's License # _____ State _____

Government Photo ID card # _____ Type _____

Full Name _____

Date of Birth _____ Social Security # _____ Driver's License # _____ State _____

Government Photo ID card # _____ Type _____

RESIDENCY INFORMATION

Current Home Address (where you live now)

City _____ State _____ Zip Code _____ Do you rent or own?
Dates: _____
From _____ To _____ Monthly Payment \$ _____

Dwelling Name _____

Landlord/Lender Name _____ Phone _____

Reason for Leaving _____

(The following is only applicable if at current address for less than 6 months.)

Previous Home Address (where you live now)

City _____ State _____ Zip Code _____ Do you rent or own?
Dates: _____
From _____ To _____ Monthly Payment \$ _____

Dwelling Name _____

Landlord/Lender Name _____ Phone _____

Reason for Leaving _____

EMPLOYMENT INFORMATION

Present Employer _____ Address _____
City _____ State _____ Zip Code _____ Work Phone _____
Dates: _____
From _____ To _____ Gross Monthly Income \$ _____

Position _____

Supervisor Name _____ Phone _____

(The following is only applicable if at current employer for less than 6 months.)

Previous Employer _____ Address _____
City _____ State _____ Zip Code _____ Work Phone _____
Dates: _____
From _____ To _____ Gross Monthly Income \$ _____

Position _____

Supervisor Name _____ Phone _____

OTHER FINANCIAL RESOURCES OR INCOME

(List any other income from self-employment, retirement, investments, social security, savings, welfares, alimony, child support or any other potential financial information you want to be considered:)

Type _____ Source _____ Gross Monthly Amount \$ _____
Type _____ Source _____ Gross Monthly Amount \$ _____

CREDIT HISTORY (if applicable)

Have you ever owned a home? Yes No If applicable, please explain any past credit problem:

RENTAL HISTORY

(You represent the answer is "no" to any item that is not checked.)

Have you or any occupant listed in this Application in the past 3 years

- been evicted or asked to move out?
- broken a rental agreement?
- declared bankruptcy?
- been sued for rent?
- been sued for property damage?

REFERRAL INFORMATION

How did you find us?

- Online search. Website address: _____
- Referral from a person. Name: _____
- Social Media. Which one? _____
- Other _____

EMERGENCY CONTACT

Emergency contact person over 18, who will not be living with you:

Name _____		Relationship _____	
Address _____		City _____	
State _____	Zip Code _____	Home Phone # _____	Cell Phone # _____
Work Phone # _____		Email Address _____	

If you die or are seriously ill, missing, or in jail or penitentiary according to an affidavit of [check one or more]: the above person, your spouse, or your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to sent for an ambulance at your expense. We're not legally obligated to do so.

VEHICLE INFORMATION (if applicable)

List all vehicles to be parked by you or any occupants (including cars, trucks, motorcycles, trailers, etc.).

Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____
Make _____	Model _____	Color _____
Year _____	License Plate # _____	State _____

PET INFORMATION (if applicable)

You may not have any animal in your unit without management's prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> no	
Name _____	Type _____	Breed _____
Gender _____	Weight _____	Color _____
Age _____	Assistance Animal Status: <input type="checkbox"/> yes <input type="checkbox"/> no	

APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

- 1. Lease Contract Information.** The Lease Contract contemplated by the parties will be the current Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.
- 2. Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
- 3. Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
- 4. If you Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. You will be obligated to pay to us a charge of 1/30th of the monthly rental value of the premises from the time the unit was withheld from the market if you fail to sign the Lease Contract after its approval. This amount will begin to be charged on the date this agreement is signed, and will end on the date we put the unit back on the market the date a replacement tenant begins paying rent for the premises reserved for you. We will keep this amount from the application deposit to satisfy this amount.
- 5. If You Withdraw Before Approval.** If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling, we'll be entitled to retain all or a portion of the application deposits as liquidated damages, and the parties will then have no further obligation to each other.

APPLICATION AGREEMENT (CONTINUED)

- 6. Approval/Non-Approval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
- 7. Refund after Non-Approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 21 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- 8. Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 4, 6, or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
- 9. Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
- 10. Application Submission.** Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease Contract.

DISCLOSURES

- 1. Application Screening Fee (Non-Refundable).** You agree to pay to our representative the non-refundable application screening fee in the amount indicated in paragraph 3. **Payment of the application screening fee does not guarantee that your application will be accepted.** The application screening fee partially defrays the cost of administrative paperwork. **It is non-refundable.**
- 2. Application Deposit (may or may not be refundable).** In addition to any application screening fee(s), you agree to pay to our representative an application deposit in the amount indicated below. The application deposit is not a security deposit. The application deposit will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR, it will be refunded under paragraph 7 of the Application Agreement if your application is not approved; OR, all or a portion of it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 4 or 5 of the Application Agreement. The amount of the application deposit is \$ _____.
- 3. Application Screening Fees.** The itemized amount of your nonrefundable application screening fee is as follows:
1. Cost of credit report, eviction search, and/or other screening reports \$ _____
 2. Cost to process information (including staff time/labor) \$ _____
 3. Total Application Screening Fee Charged (Item 1 + Item 2) \$ _____
- The total amount of payment used by us to screen your credit history and other background information cannot be more than \$50.94, which may be adjusted annually in accordance with the CPI as of January 1, 1998. You will receive a copy of your completed application upon submission. This copy will serve as a receipt for your non-refundable application screening fee.
- 4. Completed Application.** Your Rental Application for Residents and Occupants will not be considered "completed" and will not be processed until we receive the following documentation, and fees:
1. Your completed Rental Application;
 2. Completed Rental Applications for each co-applicant and guarantor (if applicable);
 3. Application screening fees for all applicants;
 4. Application deposit for the Unit.
- 5. Notice to or from Co-Applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

AUTHORIZATION AND ACKNOWLEDGMENT

Authorization for Background Check and Summary of Your Rights Under the Investigative Consumer Reporting Agencies Act

- Check here to have a copy of your consumer report sent directly to you. The landlord is to provide a copy of the report to you in accordance with California Civil Code § 1786.16. If requested, a copy of your consumer report will be sent to you within three business days of receipt of your request.

The investigative consumer report and/or consumer report(s) will be obtained from the following Investigative Consumer Reporting Agency:

Name: _____

Address: _____

Telephone Number: _____

Their information and privacy policy can be found at:

Website Address: _____

Investigative Consumer Reporting Agencies through the Investigative Consumer Reporting Agencies Act (ICRAA) have assumed a vital role in collecting, assembling, evaluating, compiling, reporting, transmitting, transferring, or communicating information on consumers for employment, and insurance purposes, and for the purposes relating to the hiring of dwelling units, subpoenas, court orders, licensure and other lawful purposes. The California legislature finds there is a need that Investigative Consumer Reporting Agencies exercise their grave responsibilities with fairness, impartiality, and a respect for consumers rights to privacy. The crime of identity theft in this new computer era has exploded and has become the fastest growing white-collar crime in America. The unique nature of this crime means that it can often go undetected for years without the victim being aware that his or her identity has been misused. Because notice of identity theft is critical before the victim can take steps to stop and prosecute this crime, consumers are best protected if they are given copies of any investigative consumer reports made on them. The ICRAA requires that Investigative Consumer Reporting Agencies adopt reasonable procedures for meeting the needs of commerce for information related to the renting of dwellings in a matter which is fair and equitable to the consumer, with regard to the confidentiality, accuracy, relevancy, and proper utilization of the information in accordance with the requirements of the ICRAA.

The ICRAA gives you specific rights, as outlined below. You may have additional rights under federal law. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington DC 20006.

We ("Owner") may obtain information about you for renting a dwelling unit from a third-party consumer reporting agency (Investigative Consumer Reporting Agency). You may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and can involve personal interviews with sources such as your neighbors, friends, supervisors, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Further, you understand that information may be requested from various Federal, State, County and other agencies that maintain records concerning your past activities relating to your driving, criminal, civil, education, credit, and other experiences. Your credit history will be requested as the information substantially relates to the ability to rent the dwelling unit.

You have the right, upon written request made within a reasonable time period after receipt of this notice, to request whether a consumer report has been conducted about you, disclosure of the nature and scope of any investigative consumer report, and to request a copy of your report.

Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for renting is an investigation into your rental and credit history. The scope of this notice and authorization is all-encompassing, however, allowing us to obtain consumer reports and investigative consumer reports now and throughout your tenancy to the extent permitted by law.

You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

California Civil Code §1786.22.

- (a) An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.
- (b) Files maintained on you shall be made available for your visual inspection, as follows:
- (1) In person, if you appear in person and furnish proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of copying.

AUTHORIZATION AND ACKNOWLEDGMENT (CONTINUED)

- (2) By certified mail, if you make a written request, with proper identification, for copies to be sent to a specified address. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.
- (3) A summary of all information contained in files on you and required to be provided by Section 1786.10 shall be provided by telephone, if you have made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- (c) The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.
- (d) The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.
- (e) The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.
- (f) The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.

If you checked the box above, you will receive a copy of your investigative consumer report within three business days of receipt of your request.

I agree that the Owner, and its agents and/or employees, may rely upon this form to order background reports, including investigative consumer reports from companies other than Owner without asking me for my authorization again as allowed by law. I further agree that a copy of this form is valid as a signed original. I certify that all of my personal information is true and correct.

Applicant _____ Date _____

AUTHORIZATION

(name of owner/complex) to obtain reports from consumer record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Payment Authorization

I authorize _____

(name of owner/complex) to collect payment of the application screening fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-Sufficient Funds and Dishonored Payments.

If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

- (i) Applicant shall pay to us the NSF Charge; and
- (ii) We reserve the right to refer the matter for criminal prosecution

California Consumer Privacy Act (CCPA), California Civil Code § 1798.100 et seq

We ("Owner") collect the information requested in this application to determine whether to approve your rental application. If approved, the information collected may also be used to provide services to you and other residents, as well as for our internal business purposes, sharing, and any other purposes allowed under the CCPA. Under the CCPA, some of this sharing is considered a "sale" even if we do not receive money in exchange for the information we share. You have the right to "opt-out," which instructs us to stop sharing the collected information in any way that the CCPA treats as a "sale," and only sell the information in the future with your permission.

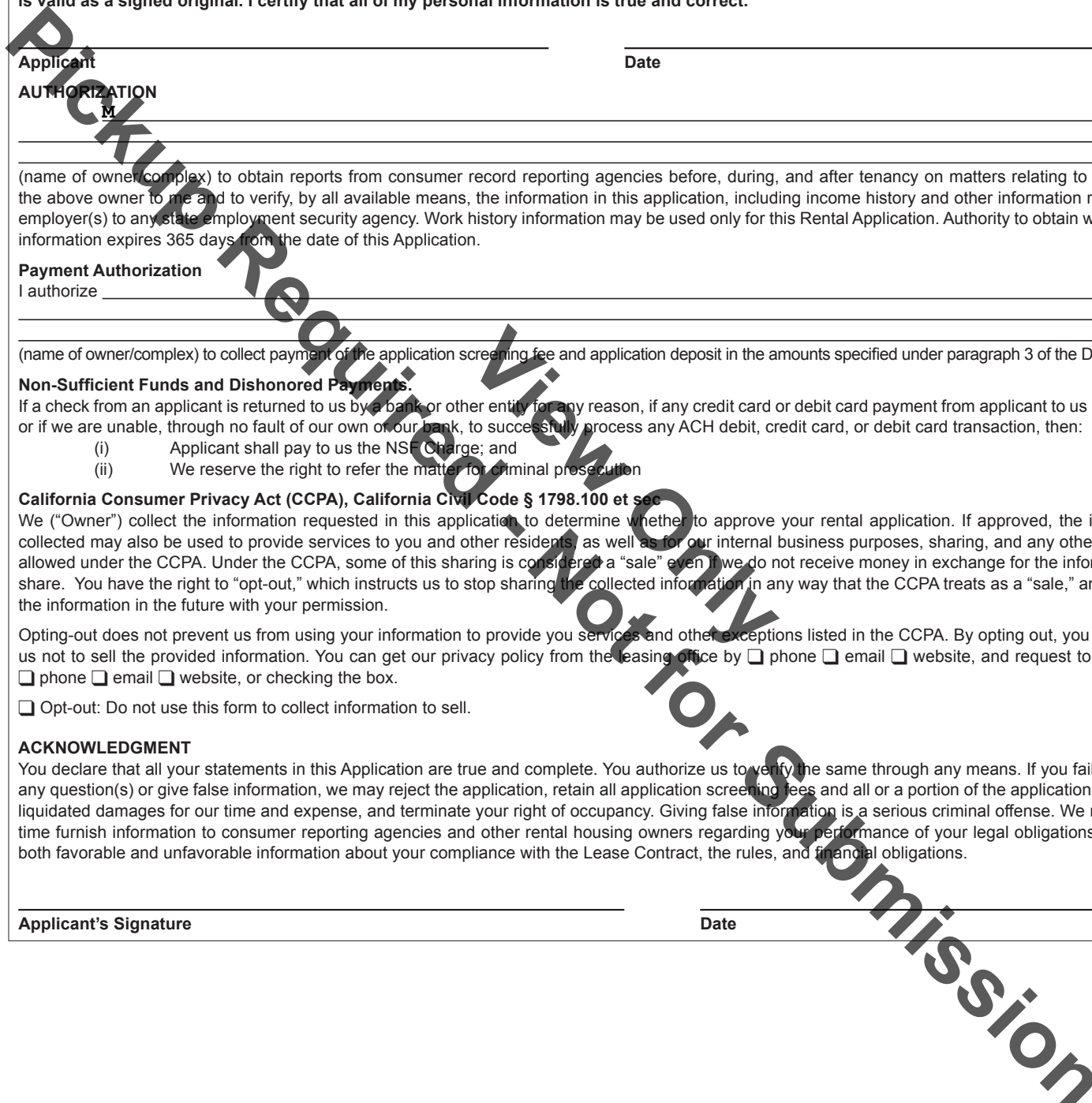
Opting-out does not prevent us from using your information to provide you services and other exceptions listed in the CCPA. By opting out, you are asking us not to sell the provided information. You can get our privacy policy from the leasing office by phone email website, and request to opt-out by phone email website, or checking the box.

Opt-out: Do not use this form to collect information to sell.

ACKNOWLEDGMENT

You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. If you fail to answer any question(s) or give false information, we may reject the application, retain all application screening fees and all or a portion of the application deposit as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

Applicant's Signature _____ Date _____



FOR OFFICE USE ONLY

_____ **Unit # or type**

Apt. name or dwelling address (street, city)

_____ **Person accepting application**

_____ **Phone**

_____ **Person processing application**

_____ **Phone**

Applicant or Co-applicant was notified by telephone letter email, or in person of acceptance or non-acceptance on _____.

(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)

Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):

_____ Name(s)

_____ Name of owner's representative who notified above person(s)

ADDITIONAL COMMENTS

Pickup Required - Not for Submission

View Only



AUTHORIZATION FOR BACKGROUND CHECK AND SUMMARY OF YOUR RIGHTS UNDER THE INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

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Website Address: _____

Investigative Consumer Reporting Agencies through the Investigative Consumer Reporting Agencies Act (ICRAA) have assumed a vital role in collecting, assembling, evaluating, compiling, reporting, transmitting, transferring, or communicating information on consumers for employment, and insurance purposes, and for the purposes relating to the hiring of dwelling units, subpoenas, court orders, licensure and other lawful purposes. The California legislature finds there is a need that Investigative Consumer Reporting Agencies exercise their grave responsibilities with fairness, impartiality, and a respect for consumer's rights to privacy. The crime of identity theft in this new computer era has exploded and has become the fastest growing white-collar crime in America. The unique nature of this crime means that it can often go undetected for years without the victim being aware that his or her identity has been misused. Because notice of identity theft is critical before the victim can take steps to stop and prosecute this crime, consumers are best protected if they are given copies of any investigative consumer reports made on them. The ICRAA requires that Investigative Consumer Reporting Agencies adopt reasonable procedures for meeting the needs of commerce for information related to the renting of dwellings in a matter which is fair and equitable to the consumer, with regard to the confidentiality, accuracy, relevancy, and proper utilization of the information in accordance with the requirements of the ICRAA.

The ICRAA gives you specific rights, as outlined below. You may have additional rights under federal law. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington DC 20006

We ("Owner") may obtain information about you for renting an apartment from a third-party consumer reporting agency (Investigative Consumer Reporting Agency). You may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and can involve personal interviews with sources such as your neighbors, friends, supervisors, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Further, you understand that information may be requested from various Federal, State, County and other agencies that maintain records concerning your past activities relating to your driving, criminal, civil, education, credit, and other experiences. Your credit history will be requested as the information substantially relates to the ability to rent the apartment.

You have the right, upon written request made within a reasonable time period after receipt of this notice, to request whether a consumer report has been conducted about you, disclosure of the nature and scope of any investigative consumer report, and to request a copy of your report.

Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for renting is an investigation into your rental and credit history. The scope of this notice and authorization is all-encompassing, however, allowing us to obtain consumer reports and investigative consumer reports now and throughout your tenancy to the extent permitted by law.

You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

California Civil Code §1786.22.

- (a) An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.
- (b) Files maintained on you shall be made available for your visual inspection, as follows:
 - (1) In person, if you appear in person and furnish proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of copying.
 - (2) By certified mail, if you make a written request, with proper identification, for copies to be sent to a specified address. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.
 - (3) A summary of all information contained in files on you and required to be provided by Section 1786.10 shall be provided by telephone, if you have made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

- (c) The term “proper identification” as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver’s license, social security number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer’s employment and personal or family history in order to verify his identity.
- (d) The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.
- (e) The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.
- (f) The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer’s file in such person’s presence.

If you checked the box above, you will receive a copy of your investigative consumer report within three business days of receipt of your request.

I agree that the Owner, and its agents and/or employees, may rely upon this form to order background reports, including investigative consumer reports from companies other than Owner without asking me for my authorization again as allowed by law. I further agree that a copy of this form is valid as a signed original. I certify that all of my personal information is true and correct.

Applicant

Date

Pickup Required - Not for Submission
View Only

APPLICATION FOR HOUSING

Low-Income Housing Tax Credit Property

Please Print Clearly

This is an application for housing at:	Project: Kaulana Mahina
	Address: 10 Piha Poepoe Way, Wailuku, HI, 96793
Please complete this application and return to:	Name:
	Address:

Applications are placed in order of date and time received. An applicant may be interviewed only after the receipt of this tenant application. Every question **must** be answered. Do **NOT** leave blanks. Use N/A when applicable.

A. GENERAL INFORMATION

Applicant Name: Jane Doe

Address: 1234 10th Street Wailuku Hawaii 96793
Street Apt.# City State ZIP

Daytime Phone: 123-456-7890 Evening Phone: 123-456-7890

No. of BR's in current unit: 1 Do you RENT or OWN (check one)

Amount of current monthly rental or mortgage payment: \$ 1000

If owned, do you receive monthly rental income from property? Yes No (check one)

Check utilities paid by you: Heat Electricity Gas Other (specify)

Approximate monthly cost of utilities paid by you (excluding phone and cable TV): \$ 50

Bedroom size requested: Studio One BR Two BR Three BR Handicap BR



B. HOUSEHOLD COMPOSITION

	Name	Relationship to head	Birth Date	Age (optional)	SS# (last 4 digits)	Student Y/N
Head	Jane Doe	Self	1/1/90	33	6789	N
Co-H	N/a	N/a	N/a	N/a	N/a	N/a
3.	N/a	N/a	N/a	N/a	N/a	N/a
4.	N/a	N/a	N/a	N/a	N/a	N/a
5.	N/a	N/a	N/a	N/a	N/a	N/a
6.	N/a	N/a	N/a	N/a	N/a	N/a
7.	N/a	N/a	N/a	N/a	N/a	N/a
8.	N/a	N/a	N/a	N/a	N/a	N/a

Will all listed minors be living in the unit at 100% of the time? Yes No

If not, explain custody agreement (proof of custody may be required): n/a, no other occupants

1. Have there been any changes in household composition in the last twelve months?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>If yes, explain:</i>		
2. Do you anticipate any changes in household composition in the next twelve months?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>If yes, explain:</i>		
3. Is there someone not listed above who would normally be living with the household?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>If yes, explain:</i>		
4. Are you living with anyone now who will not be moving into this unit with you?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, explain:</i> My mother currently lives with me, and will not be moving with me		

5. Will all of the persons in the household be or have been full-time students during five calendar months of this year or plan to be in the next calendar year at an educational institution (other than a correspondence school) with regular faculty and students? Yes No

IF YES, ANSWER THE FOLLOWING QUESTIONS (6-10):

6. Are any full-time student(s) married and filing a joint tax return?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Are any student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Are any full-time student(s) a TANF or a title IV recipient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Are any full-time student(s) a single parent living with his/her child(ren) who is not a dependent on another's tax return and whose children are not dependents of anyone other than a parent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

10. Is any student a person who was previously under the care and placement of a foster care program (under Part B or E of Title IV of the Social Security Act)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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C. INCOME

List ALL sources of income as requested below. If a section doesn't apply, cross out or write NA.

Household Member Name	Source of Income	Gross Monthly Amount
11. n/a	Social Security	\$ n/a
12. n/a	Social Security	\$ n/a
13. n/a	Social Security	\$ n/a
14. n/a	SSI Benefits	\$ n/a
15. n/a	SSI Benefits	\$ n/a
16. n/a	SSI Benefits	\$ n/a
17. n/a	Pension (list source)	\$ n/a
18. n/a	Pension (list source)	\$ n/a
19. n/a	Veteran's Benefits (list claim #)	\$ n/a
20. n/a	Veteran's Benefits (list claim #)	\$ n/a
21. n/a	Unemployment Compensation	\$ n/a
22. n/a	Unemployment Compensation	\$ n/a
23. n/a	Public Assistance (Title IV/TANF etc.)	\$ n/a
24. n/a	Contributions to the Household (monetary or not)	\$ n/a
25. n/a	Full-Time Student Income (18 & Over Only)	\$ n/a
26. n/a	Financial Aid (excluding loans)	\$ n/a
27. n/a	Annuities (list sources)	\$ n/a
28. n/a	Long Term Medical Care Insurance Payments in excess of \$180/day	\$ n/a
29. n/a	Scheduled Payments from Investments	\$ n/a

Household Member Name	Source of Income	Monthly Amount
30. Jane Doe	Employment amount	\$ 4,500
	Employer: Google	
	Position Held Receptionist	
	How long employed: Three years	
31. n/a	Employment amount	\$ N/A
	Employer: N/A	
	Position Held	
	How long employed:	



Household Member Name	Source of Income	Monthly Amount
32. n/a	Employment amount	\$
	Employer:	N/A
	Position Held	
	How long employed:	
33. n/a	Previous Employment amount (last 60 days)	\$
	Employer:	N/A
	Position Held	
	How long employed:	
34. n/a	Alimony	
	Are you <i>legally entitled</i> to receive alimony?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If yes, list the amount you are <i>entitled</i> to receive.	\$ n/a
	Do you receive alimony?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If yes list amount you receive.	\$ n/a
35. N/a	Child Support	
	Are you <i>legally entitled</i> to receive child support?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If yes list the amount you are <i>entitled</i> to receive.	\$ n/a
	Do you receive formal/informal (money, items, etc.) child support? <i>If court order exists, it will need to be provided with a current payment history from the enforcement agency.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If yes, list the amount you receive.	\$ n/a
36. n/a	Other Income	\$ n/a
37. n/a	Other Income	\$ n/a
38. n/a	Other Income	\$ n/a
39. TOTAL GROSS ANNUAL INCOME (Based on the monthly amounts listed above x 12)		\$ 54,000
40. TOTAL GROSS ANNUAL INCOME FROM PREVIOUS YEAR (Do NOT leave this blank)		\$ 54,000
41. Do you anticipate any changes in this income in the next 12 months?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
42. Is any member of the household legally entitled to receive income assistance?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
43. Is any member of the household likely to receive income or assistance (<i>monetary or not</i>) from someone who is not a member of the household as listed on Page 2 etc.)?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
44. If yes to any of the above, explain:		
n/a		
45. Is the income received?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

D. ASSETS

If your assets are too numerous to list here, please request an additional form.
If a section doesn't apply, cross out or write NA.

46. Checking Accounts	#	1234567890	Bank	Wells Fargo	Balance \$	500
	#	N/a	Bank	N/a	Balance \$	N/a
	#	N/a	Bank	N/a	Balance \$	N/a

47. Savings Accounts	#	N/a	Bank	N/a	Balance \$	N/a
	#	N/a	Bank	N/a	Balance \$	N/a
	#	N/a	Bank	N/a	Balance \$	N/a
48. Trust Account	#	N/a	Bank	N/a	Balance \$	N/a
49. Direct Deposit Cards For SS, SSI, SSP, TANF, Child Support, Work	#	N/a	Bank	N/a	Balance \$	N/a
	#		Bank		Balance \$	
	#		Bank		Balance \$	
50. Certificates of Deposit	#	N/a	Bank	N/a	Balance \$	N/a
	#	N/a	Bank	N/a	Balance \$	N/a
	#	N/a	Bank	N/a	Balance \$	N/a
	#	N/a	Bank	N/a	Balance \$	N/a
51. Money Market Accounts	#	N/a	Bank	N/a	Balance \$	N/a
	#	N/a	Bank	N/a	Balance \$	N/a
52. Savings Bonds	#	N/a	Maturity Date	N/a	Value \$	N/a
	#	N/a	Maturity Date	N/a	Value \$	N/a
	#	N/a	Maturity Date	N/a	Value \$	N/a
53. Life Insurance Policy	#	N/a			Cash Value \$	N/a
54. Life Insurance Policy	#	N/a			Cash Value \$	N/a
55. Mutual Funds	Name:	N/a	#Shares:	N/a	Interest or Dividend \$	N/a
	Name:	N/a	#Shares:	N/a	Interest or Dividend \$	N/a
	Name:	N/a	#Shares:	N/a	Interest or Dividend \$	N/a
56. Stocks	Name:	N/a	#Shares:	N/a	Dividend Paid \$	N/a
	Name:	N/a	#Shares:	N/a	Dividend Paid \$	N/a
	Name:	N/a	#Shares:	N/a	Dividend Paid \$	N/a
57. Bonds	Name:	N/a	#Shares:	N/a	Interest or Dividend \$	N/a
	Name:	N/a	#Shares:	N/a	Interest or Dividend \$	N/a
58. Investment Property	N/a				Appraised Value \$	N/a

59. Real Estate Property:	<i>Do you own any property?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes,</i> Type of property	n/a	
60. Location of property	n/a	
61. Appraised Market Value		\$ n/a
62. Mortgage or outstanding loans balance due		\$ n/a

63. Amount of annual insurance premium	\$ n/a
64. Amount of most recent tax bill	\$ n/a
65. Is the property subject to foreclosure, bankruptcy or eviction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, describe:</i> n/a	

66. Does any member of the household have an asset(s) owned jointly with a person who NOT a member of the household as listed on Page 2?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, describe:</i> n/a	
67. Do they have access to the asset(s)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

68. Have you sold/dispensed of any property in the last 2 years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, Type of property:</i> n/a	
69. Market value when sold/dispensed	\$ n/a
70. Amount sold/dispensed for	\$ n/a
71. Date of transaction:	n/a

72. Have you disposed of any other assets in the last 2 years (Example: Given away money to relatives, set up Irrevocable Trust Accounts)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, describe the asset:</i> n/a	
73. Date of disposition:	n/a
74. Amount disposed	\$ n/a

75. Do you have any other assets not listed above (excluding personal property)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, please list:</i> n/a	

E. ADDITIONAL INFORMATION

76. Are you or any member of your family currently using an illegal substance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
77. Have you or any member of your family ever been convicted of a felony?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, describe:</i> n/a	
78. Have you or any member of your family ever been evicted from any housing?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, describe</i> n/a	
79. Have you ever filed for bankruptcy?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



<i>If yes, describe</i>	n/a
80. Will you take an apartment when one is available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Briefly describe your reasons for applying:</i>	Need an apartment closer to my job

F. REFERENCE INFORMATION

81. Current Landlord	Name:	John Adams
	Address:	1234 10th Street
	Home Phone:	638-539-4279
	Bus. Phone:	n/a
	How Long?	33 Years
82. Prior Landlord	Name:	n/a
	Address:	n/a
	Home Phone:	n/a
	Bus. Phone:	n/a
	How Long?	n/a
83. Credit Reference #1:		
Address:		
Account #:		Phone #:
84. Credit Reference #2:		
Address:		
Account #:		Phone #:
85. Credit Reference #3:		
Address:		
Account #:		Phone #:
86. Personal Reference #1: Jerry Doe		
Address: 942 7th Street		
Relationship: Supervisor		Phone #: 528-257-5279
87. Personal Reference #2: Janice Doe		
Address: 952 9th Street		
Relationship: Professor		Phone #: 252-525-6421
88. Personal Reference #3: Jasper Doe		
Address: 5279 8th Street		
Relationship: Supervisor		Phone #: 528-525-6352

89. In case of emergency notify: Janice Doe	
Address: 123 10th Street	
Relationship: Mother	Phone #: 987-654-3210

G. VEHICLE AND PET INFORMATION (if applicable)

List any cars, trucks, or other vehicles owned. Parking will be provided for one vehicle. Arrangements with Management will be necessary for more than one vehicle.

90. Type of Vehicle: n/a	License Plate #: n/a
Year/Make: n/a	Color: n/a
91. Type of Vehicle: n/a	License Plate #: n/a
Year/Make: n/a	Color: n/a
92. Do you own any pets?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, describe: n/a	

H. APPLICATION ASSISTANCE

93. Did anyone help/assist you in filling out this application?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, who assisted and what was the reason for the assistance: n/a	

CERTIFICATION

I/We hereby certify that I/We Do/Will Not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand I/We must pay a security deposit for this apartment prior to occupancy. I/We understand that my eligibility for housing will be based on applicable income limits and by management's selection criteria. I/We certify that all information in this application is true to the best of my/our knowledge and I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older, must sign application.

SIGNATURE (S):

Jane Doe	10/5/2023
_____	_____
(Signature of Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date