



## A Rental Community by Pacific Housing Advisors

73-4411 Kakahiaka Street  
Kailua-Kona, Hawai'i 96740

Web site: [www.LokahiApartments.com](http://www.LokahiApartments.com)

Telephone: (808) 523-8826 TDD: (877) 447-5991

### **RESIDENT SELECTION PLAN**

Lokahi Apartments is a 306 unit, multi-family community in Kailua-Kona, Hawaii that provides affordable housing for households without regard to race, color, sex, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status, source of income, sexual orientation, or HIV status. Lokahi Apartments will make reasonable accommodations to individuals whose disability so requires. Reasonable Accommodation Request forms are available upon request from management. Lokahi Apartments is an Equal Opportunity Housing Facility, admitting people in accordance with Local, State and Federal Fair Housing laws and the Low Income Housing Tax Credit Program (LIHTC).

### **INCOME LIMITS**

To qualify for a unit, the household's gross income

1. May not exceed the maximum income limit per household size (income maximums are attached and will be posted in the office), and
2. Must be at least 2.5 times the rental amount (qualified co-signers and/or food stamps will be accepted to help meet minimum income criteria).

Section 8 certificate holders need not meet the minimum gross income criteria.

### **APPLICATION PROCEDURES**

You can get an application form:

- Online at [www.LokahiApartments.com](http://www.LokahiApartments.com)
- By calling EAH Housing at (808) 523-8826.

Each applicant must complete an application and be willing to submit to a credit history, rental history, and criminal background inquiry, as well as income and asset verifications.

All application entries are to be made in ink or typed. Corrections or changes are to be made by lining through the original entry and entering the correct data. Such changes must be dated and initialed by the person making the change.

The application must be completed and signed by the head of household and all household members 18 years of age and older. Incomplete applications will not be accepted.

Applications will only be distributed when the Waiting List is open. Applications will not be distributed when the Waiting List is closed.

### **APPLICATION FEES APPLY**

Application fees cover the actual cost incurred to run a credit and criminal background check. The charge is currently \$30.00 per application. The application fee will not be collected until a resident is being considered for placement. Should your application be approved and a six-month lease is executed, we will apply the application fee payment toward your security deposit.

### **LOTTERY**

In order to determine the priority of processing applications, a lottery will be held *on May 15 (date, time, and place to be determined)*. All those who have submitted a completed application to our office by May 11, 2009 will be eligible to participate in this lottery. Complete lottery rules are available online at [www.LokahiApartments.com](http://www.LokahiApartments.com).

Incomplete applications will not be considered.

Applications received after the lottery deadline will be processed after the lottery has been completed.

### **PREFERENCES**

Every applicant must meet the Property's Resident Selection Plan standards for acceptance as a resident.

For units designed as accessible for persons with mobility, visual or hearing impairments, households containing at least one person with such impairment will have first priority.

### **UNIT TRANSFER POLICY**

Lokahi Apartments residents may apply to transfer to another unit if they experience a change in disability status or household composition (marriage, birth, divorce, etc.). A Unit Transfer List is maintained for those residents who have been approved for transfer on the basis of a disability or change in household status. Transfers for accessibility or medical reasons will have priority over those for changes in household composition. Residents on the Unit Transfer List will have priority over applicants on the Waiting List.

In order to transfer to another unit in the property, the household must meet the initial eligibility requirements of the Low Income Housing Tax Credit (LIHTC) Program.

### **OCCUPANCY STANDARDS**

Occupancy standards are the criteria established for matching a household with the most appropriate size and type of apartment. To avoid under or over utilization of the units, Lokahi Apartments will follow these occupancy guidelines:

<b>Bedroom</b>	<b>Household Minimum</b>	<b>Household Maximum</b>
Studio	1	2
1	1	3
2	1	5

To determine the proper bedroom size for which a household may qualify, the following household members are to be included:

- All full-time members of the household, and
- Live-in attendants,
- Foster children,
- Unborn children, and
- Children in the process of adoption.

### **GROUNDNS FOR REJECTION**

Lokahi Apartments reserves the right to reject applications for various reasons including, but not limited to, the following:

#### **Income/Residency Requirements**

Total family income exceeds the applicable income limits published by HUD or does not meet the minimum income limit.

Household cannot pay the full security deposit at move-in.

Household refuses to accept the second offer of an apartment.

Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.

Any adult household members fail to attend eligibility interview.

Household is composed entirely of full time students and does not meet the exception outlined in Section 42 of the Internal Revenue Code.

Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.

Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.

The apartment will NOT be the family's sole place of residency.

### **Landlord Reference**

Negative landlord references that indicate lease violation, disturbing the peace, harassment, poor housekeeping, improper conduct or other negative references against the household.

Evictions reported in the last five years.

History of late payment of rent that demonstrates more than two late payments of rent in a six-month period during the past two years.  
More than one rent check returned from a financial institution for Non-Sufficient Funds (NSF) in a one-year period.

Any evidence of illegal activity including but not limited to drugs, gang activity, etc.

### **Credit History**

Maximum percentage of negative credit accounts = 50%. Does not include medical bills or student loans.

Bankruptcy permitted after 3 years.

No landlord/tenant court record in the last five years.

### **Criminal History**

May not have any felony conviction.

Conviction of any household member of more than one (1) misdemeanor in the past three (3) years.

May not be a registered sex offender.

### **GRIEVANCE/APPEAL PROCESS**

Failure to meet one or more of the foregoing screening criteria may be grounds for rejection. However, each application is considered as a whole and the above factors are considered as part of a weighted formula. Should the applicants fail to meet the screening criteria, they will receive a notice in writing indicating that they have the right to

appeal the decision. This notice must indicate that the applicant has 14 days to dispute the decision.

An appeal meeting with the Property Supervisor or the Compliance staff will be held within 10 business days of receipt of the applicant's request.

Within five days of the appeal meeting, the property will advise the applicant in writing of the final decision regarding eligibility.

Apartments will not be held for those applicants in the appeal process.

### **ADMINISTRATION OF WAITING LIST**

The property is required to maintain a Waiting List of all eligible applicants. Applicants must be placed on the Waiting List and selected from the Waiting List even in situations where there are vacancies and the application is processed upon receipt. This procedure is necessary to assure the complete and accurate processing of all documentation for all applicants.

The property has one Waiting List that is established and maintained in chronological order based on the date and time of receipt of the Preliminary Application. The Waiting List contains the following information for each applicant:

- Applicant Name
- Address and/or Contact Information
- Phone Number(s)
- Unit Type/Size
- Household Composition
- Preference/Accessibility requirements
- Income level
- Date/Time of Application

Applicants must report in writing changes to any of the information immediately. Applicants will have the opportunity to decline the first apartment offered and retain their place on the Waiting List. Should the applicant decline the offer of the next available unit, the applicant will be removed from the Waiting List.

## **PURGING THE WAITING LIST**

The Waiting List will be purged periodically. Each applicant will receive from the property a letter requesting updated information and asking about continued interest in the property. This letter must be returned within the specified time or the applicant will be removed from the Waiting List. It is the responsibility of the applicant to maintain a current address with the office in order to receive Waiting List correspondence. Any correspondence returned undeliverable will result in the application being removed from the Waiting List.

## **OPENING/CLOSING OF WAITING LIST**

The methods used to announce opening and closing of the Waiting List are contained in our Marketing Plan.

## **AVAILABILITY OF RESIDENT SELECTION PLAN**

The Resident Selection Plan shall be posted in a conspicuous and public area at the site. Changes to the Plan will be sent via U.S. mail to all persons on the active Waiting List. When the Waiting List opens, the Resident Selection Plan will be distributed with applications and is available upon request from management.

## **ANNUAL RECERTIFICATION REQUIREMENTS**

All residents must recertify their eligibility annually. Proposed changes of household composition and student status must be reported to Management immediately.

## **PETS**

No pets of any description are allowed on the property. SERVICE or ASSISTANCE animals are not considered pets and are not required to comply with the provisions of the Pet Policy. Service or Assistance

animals are those animals specifically required to assist individuals with documented disabilities. Please notify Management if you require a Service or Assistance animal.

## **EQUAL HOUSING OPPORTUNITY**

Lokahi Apartments does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally-assisted programs and activities.

### ***HUD FY 2009 Income Limits Effective March 19, 2009***

#### ***60% of Median***

<i>1 Person Household</i>	<i>\$28,380</i>
<i>2 Person Household</i>	<i>\$32,400</i>
<i>3 Person Household</i>	<i>\$36,480</i>
<i>4 Person Household</i>	<i>\$40,500</i>
<i>5 Person Household</i>	<i>\$43,740</i>

#### ***30% of Median***

<i>1 Person Household</i>	<i>\$14,200</i>
<i>2 Person Household</i>	<i>\$16,200</i>
<i>3 Person Household</i>	<i>\$18,250</i>
<i>4 Person Household</i>	<i>\$20,250</i>
<i>5 Person Household</i>	<i>\$21,850</i>