



KAHAUIKI VILLAGE
 2325 N. Nimitz Hwy
 Honolulu, HI 96819
 FAX: 808.425.5168

Email: KVApplications@ihshawaii.org

Complete application in blue or black ink. Failure to provide all information requested may result in processing delays. Failure to truthfully complete the application or any missing signatures for any adult household member may result in rejection of the application.

Mobility-impaired persons may qualify the household for a wheelchair adapted unit.

Do you request such a unit? () Yes () No

Requesting a () 1 Bedroom Apartment or a () 2 Bedroom Apartment (See Resident Selection Criteria section 2)

Part I: Household Composition

No.	Relationship	Last Name	First Name	MI	SS #/Alien Reg. #	Date of Birth
1	Head of Household					
2	Spouse/Co-Head					
3						
4						
5						
6						
7						
8						

Part II: Current Physical Address:

Street: _____ Apt#: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Other: _____

Mailing Address (If different from above.)

Street: _____ Apt#: _____ City: _____ State: _____ Zip: _____

Current Landlord's Name _____ Phone No.: _____

Date Rented from: _____

If you have resided at your current address for less than three years, list additional addresses to include the last three (3) years:

Prior Address (Rental History) Prior Landlord's Name / Phone No. From / To

In addition, please list all states that all members have resided in: _____

Part III: Criminal History

Have you or any other person on your application ever been convicted of any offense against the law, to include lifetime sex offender registration? (Omit traffic violation or any offense tried in juvenile court) () Yes () No

If you answer YES to this question, list each offense, the date and status – (attached a separate sheet if necessary). Please note, we verify all applicants’ criminal histories by checking the public records that are available.

Part IV: Income & Household Assets

Current Employment

Please identify employment by the household member No. indicated in Part I.

No.	Employer	Gross Pay per hour or month	Hours per week	How often paid

Other Income:

No.	Source	Amount per Month	No.	Source	Amount per Month
	Alimony			Unemployment	
	Child Support			Veterans Benefit	
	Pension			Veteran’s Pension	
	Social Security			Welfare	
	SSI/SSDI			Food Stamps	
	Family Support			Worker’s Comp	

Assets: Please identify each asset by Household member No. indicated in part I. Assets include checking, savings, bonds, stocks, retirement accounts, etc.

No.	Name of Bank and Type of Account	Current Value

Part V: Application Certification

I Certify:

- That the information provided is correct to the best of my knowledge;
- That the unit being applied for will be my permanent residence and I agree not to maintain a separate or additional rental unit;
- That I am not falsifying or withholding any information from Kahauiki Village; and
- That I understand that false statements or information may be punishable under Federal Law.

I understand that it is my responsibility to notify Kahauiki Village of any change in address and phone number contacts for me. If Kahauiki Village is unable to contact me at the address and/or phone number provided, my application will be canceled. I also understand that Kahauiki Village assumes no responsibility for applications not received.

I understand that any false statement or misinformation will result in disqualification of my application for residency.

Also, I understand that by signing this below, I authorize Kahauiki Village to verify the preceding information and to make such inquiries concerning my credit and character including but not limited to criminal and sex offender background checks. Residential history checks and credit checks; as necessary in determining eligibility for this property. Credit/Background checks will be performed on adults listed in Part I: Household Composition. Applicants are responsible to notify Kahauiki Village of any updates to the household members prior to the processing of credit/background checks.

Signatures are required for all adult applicants. (if more than 4, please attach a separate sheet).

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

I have read the above form and I understand that if I cause a financial loss to my landlord, my name may be placed in the files of the Credit Bureau of the Pacific, Inc. (Equifax System Affiliate) and such information will be furnished to subscribers who have a bonafide and legal need to make an inquiry. I also understand that causing a financial loss may limit my ability to obtain credit or lease other dwelling units.

Resident Selection Criteria

Management will observe all Federal, State and Local laws regarding occupancy and Fair Housing. It is unlawful to discriminate on the basis of race, color, sex, religion, handicap, familial status or national origin. When determining occupancy eligibility the following criteria will be evaluate:

1. Income - Must be less than or equal to maximum income limits set by HHFDC and adjusted by family size and area. The allowable gross median income is 50% AMI.

1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons
\$45,750	\$50,400	\$56,700	\$62,950	\$68,000	\$73,050	\$78,100

2. Household Size Limitations - The number of persons in the applicants family who intend to reside in the unit must be within the limits listed below and must not exceed local or state occupancy standard for the type of unit
 - a. 1 Bedroom - 1 to 6 occupants (324 sq ft) \$775/month
 - b. 2 Bedroom - 3 to 8 occupants (540 sq ft) \$975/month
3. Application Completion - Each applicant must fully cooperate with the application process. Failure to provide requested information or submission of fraudulent information will be grounds for denial.
4. Credit Standing - Eligible applicants must have a satisfactory history of meeting financial obligations for rent and utilities.
5. Residency History - Person with a history of disturbing neighbors; destroying property, repeated late payment or non-payment of rent; failure to provide adequate supervision of activities; permitting a person not on the lease to reside in the unit; or behavior which could adversely affect the health and safety or quiet enjoyment of other residents of the property will be denied occupancy.
6. Housekeeping practices - Households with histories of unsatisfactory housekeeping, will not be admitted for occupancy.
7. Criminal Background - The following will be cause for rejection of application. In certain situations, an exception, based on length of time from the offense or following the end of a period of confinement will be considered. For more information on the time length requirement, please see the paragraph at the end of this section:
 - a. Any household containing a member(s) who was evicted in the last three years for drug-related criminal activity;
 - b. A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety and the right to peaceful enjoyment of the property by other residents;
 - c. Any household member who is subject to a state sex offender lifetime registration requirements;
 - d. Any household member, if there is reasonable cause to believe that member's behavior, from the abuse or pattern of abuse of alcohol, may interfere with the health, safety and right to peaceful enjoyment by other residents;
 - e. Violent criminal activity;
 - f. Other criminal activity that threatens the health, safety, and right to peaceful enjoyment of the property by other residents or the health and safety of the owner, employees, contractors, subcontractor, or agents of the owner. This includes, but not limited to, theft, assault and abuse of family member(s).

Kahauiki Village considers the length of time since the offense or conviction was committed, following are the exceptions Kahauiki Village will make in regard to Criminal History. If the offense committed, involved a violent crime (including, but not limited to abuse or assault), or a sexual offense, there is no time period exception and Household will be denied occupancy into the property. Drug related conviction or crimes, which have been classified as a Felony will be considered for occupancy, only after a period of 5 years from the time such offense was committed, or beginning from the time which confinement ended, whichever is later.

8. Ability to enter into a legally binding contract - the head, spouse, or co-head of the applicant(s) household must be able to enter into a legally binding contract.

Any rejected applicant will be notified in writing of the reason for rejection. This property maintains a substantial waiting list. The waiting list will contain the maximum amount of applicants management feels it will be able to house within a two-year period based upon historical turnover. The waiting list will be maintained in chronological order based upon the date and time the applicant turns in a completed application.

It is the responsibility of the applicant(s) to notify Kahauiki Village of any modifications to the application such as household composition, physical/ mailing address, phone numbers, employment/income and any other pertinent information.

Thorough application screening is not done until the applicant is being considered for tenancy. Admission to the waiting list does not guarantee eligibility nor does it ensure housing.

Applicant will be removed from the waiting list if the following occurs;

- Applicant no longer meets the eligibility requirements for the property or the program;
- The applicant fails to respond to a written notice for an eligibility interview;
- The applicant is offered and rejects an available unit;
- Mail sent to the applicant's address is returned undeliverable or;
- The applicant requests removal from the waiting list.

If you have any questions regarding these policies or your status, please contact Kahauiki Village Management by mail, call/text or email.

Mahalo ~
Kahauiki Village
Management Office
2325 N. Nimitz Hwy.
Honolulu, HI 96819
Ph: (808)778-2464
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Email: KVApplications@ihshawaii.org