

TENANT SELECTION CRITERIA AND PROCESS
LOW-INCOME HOUSING TAX CREDIT PROGRAM

SENIOR RESIDENCE AT KANEOHE A & B
45-705 Kamehameha Hwy Kaneohe, HI 96744

Senior Residence at Kaneohe A & B is affordable senior housing serving qualifying seniors aged 62 years and older earning up to 60 percent of the annual median income.

Each unit includes a refrigerator and range/oven.

Senior Residence at Kaneohe A & B (Management) does not discriminate against any person based on race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable state or local laws.

Senior Residence of Kaneohe A is a HUD funded property and is monitored and administered by the State of Hawaii and Federal (IRS) government.

The Property will be offering the following Apts according to Annual Median Income (AMI)

- 44 one-bedroom apartments (HUD – 50%) **A**
- 30 one-bedroom apartments (LIHTC – 60%) **B**

The following utilities are included in rental amount:

Water, Sewer and Trash Collection.

Tenants must pay for other utilities such as:

Electricity, Cable, and Internet.

**Rents and Income Limits are subject to change

*Security Deposit must be equal to one (1) month of the GROSS rent

Eligibility Requirements:

Project's income limits are set according to 50% and 60% median income for Honolulu County as established by the Department of Housing and Urban Development (HUD) and published by Hawaii Housing Finance and Development Corporation.

All applicants must meet the following criteria:



1. Applicants must meet minimum age requirement of 62 years old or older
2. Occupancy Standards:
 - 1 – Bedroom: 1-3 people
3. Household’s gross income may not exceed the MAXIMUM* income limit per household size;

Household Size	Annual Income Limit 50% A (HUD)	Annual Income Limit 60% B (LIHTC)
1 Person	\$53,900	\$64,680
2 Person	\$61,600	\$73,920
3 Person	\$69,300	\$83,160

Qualifying Tax Credit Income Limits: (60% AMI - Annual Income)

**Note: The maximum affordable rent limits are also subject to adjustment when the median income for Honolulu County changes. Area median income limits are established annually by HUD as published by the Hawaii Housing Finance and Development Corporation and vary in each county per household size. See Honolulu County area median income limits for 60% AMI.*

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 Hawaii Affordable Properties, Inc. at (808) 235-2898. TDD telecommunication is available if needed by calling the Telecommunications Relay Service at 7-1-1 or 1-877-447-5990. We can also be contacted via email at maeleenh@hawaiiaffordable.com or on our website at www.hawaiiaffordable.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. All application entries are to be printed legibly in black ink or typed. 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. Such changes must be initialed by the person making the change.

The application must be completed and signed by all adult household members. Incomplete applications will not be accepted. Only completed applications that meet basic income qualifications will be considered for tenancy. If an application is not completely answered, the date the application is fully completed and submitted will be the date that the application is considered accepted.



Types of Income counted (examples):

1. All wages, salaries, commissions, fees, tips, bonuses, and other compensation before taxes (gross income).
2. Income from the operation of a business or profession or rental income (self-employed).
3. Interest from checking/savings accounts, CDs, IRAs, stocks, dividends, etc. There is no limit on the amount of assets one can have. Assets disposed of in the last two years will also be part of asset calculations.
4. Payments from social security, annuities, insurance policies, retirement, pensions, disability and death benefits.
5. Unemployment, disability, TDI, workers compensation.
6. Public assistance other than SNAP (food stamps).
7. Alimony and child support payments.
8. Regular pay, special pay and allowances of a member in the armed forces.

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.**



- C. **All other Drug-Related** – Ten (10) years from applicants' 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 applicants' 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.
14. All members of the household are full-time students. The (3) three exceptions are: Single full-time student in job training, married full-time student filing joint tax return or single full-time student with children collecting welfare (title IV Soc. Sec), in job training or if children are not dependents of anyone outside the household. This rule applies throughout the tenancy of a LIHTC property.

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

Unit Transfer:

A Unit Transfer List is maintained for residents whose request is accompanied by a Request for Reasonable Accommodation form completed by a Physician and/or Medical Professional.

VAWA

VAWA protections cover tenants and assisted families, as defined under applicable program regulations. VAWA protections also cover applicants when they are applying for admission to a HUD-covered housing program. Refer to HUD Form 5380 Notice of Occupancy Rights under the Violence against Women Act



Eligibility Process:

Upon receipt of the application, a background and credit report will be pulled for all adults in the household and a non-refundable application fee will be charged per adult household member of \$20 per check. 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 canceled. 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 must wait until a unit becomes available before being offered a unit.

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 Hawaii County Section 8 Program prior to a new member(s) moving into the unit.

Pets:

No Pets Allowed.

PLEASE KEEP FOR YOUR REFERENCE

Disclaimer: terms and conditions unless mandated by law are subject to change in Landlord's sole discretion at any time

