awi
Management Corporation

MULTI-FAMILY HOUSING TENANT SELECTION CRITERIA FOR 330 KU'ULEI

330 Ku'ulei is a 40-unit apartment, multi-family community located in Kailua, HI that provides housing without regard to race, color, sec, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status.

These 40 apartments will be reserved for families earning between 30% and 100% of the area median income.

1) Procedures for Determining Resident Eligibility

a. Resident files, applications and waiting list are maintained by Property Management. The resident files contain the pertinent records relating to resident eligibility.

b. The eligibility of an applicant will be determined by Property Management in accordance with the criteria stated herein, LIHTC regulations and, where applicable, HOME or other regulatory requirements governing the property.

c. A waiting list methodology will be used by Property Management. The information required by the applicants before they are put on the waiting list include but is not limited to:

   i. Names of all household members
   ii. Number in the household including unborn children (for the purpose of determining household size)
   iii. Birthdates of household members
   iv. Current address and contact information
   v. Income and assets of the household
   vi. Copies of Social Security cards (or other proof of SSN)
   vii. Copies of Driver's License (or other picture identification)
   viii. Prior and present landlord contact information
   ix. Completed Credit History Authorization Form
   x. Completed Criminal Background check Authorization Form
   xi. Personal References (preferably business/professional acquaintances)

xii. The application must be signed by all adults applying for occupancy

d. The application process consists of two steps: 1. The Wait List Application, and; 2. The Move-In Application. Applicants may complete the Wait List Application as detailed in Section 3 below entitled Lottery Process. The Property Manager will screen all applicants who complete the Wait List Application for credit history and criminal background. Any applicants who do not meet the building's credit or criminal qualifications will be provided written notice. All remaining completed Wait List applications will be placed on the Ranked Waiting List (defined in Section 3 below) according to the preferences and lottery process described in Sections 2 and 3 below. Following the Lottery Process, applicants will be invited to complete the Move-In Application according to their Ranked Waiting List position. The Move-In Application requires the applicant to provide additional information about their household income, assets and other qualifying criteria that will be used by Property Management to verify eligibility as required by law. If approved for occupancy, the applicant will be notified in writing of the anticipated date the unit will be available for occupancy. Applicants may also be contacted by phone, email and text, followed by written notification.

e. The waiting list will be purged at least annually (or as needed according to the size of the list). Notification will be sent to each applicant's last known address confirming interest in remaining on the list. If the applicant fails to respond within 10 calendar days, the application shall be withdrawn from the Waiting List ("Withdrawn Application").

f. After the building has been initially leased to 100% occupancy, when an apartment is available, applicants are selected on a first come first serve basis from the Waiting List, subject to the preference order set forth in section 2 below.

g. After the building has been initially leased to 100% occupancy , all applications being processed for move in will be required to pay a one-time nonrefundable application fee of $9.00 per household prior to completing their Move-In Application. Advance payments prior to being contacted will not be accepted and will be returned to the applicant.

h. Upon receipt of a current resident's 30-day notice to vacate, the next eligible applicant on the Waiting List will be contacted, as described in paragraph f, above. If no response is received, the next eligible applicant from the Waiting List will be contacted and offered the unit. This process will be repeated until the vacancy is filled.

i. For residents receiving assistance through the HUD Section-8 Voucher Program, the contract rent and resident rent shall be determined by the local Public Housing Authority or their delegate.

2) Preferences Summary

Preferences will be used on a continuous basis in the selection of applicants. However, the policy of the building is that a preference does not guarantee an offer to rent an available unit. Every applicant must still meet the building’s Tenant Selection Criteria for acceptance as a resident.

Persons with disabilities may have the same choice or selection of apartments as any other applicant. When an accessible apartment becomes available, priority will be given to eligible applicants who have a documented need for an accessible unit. Such qualification shall be verified as part of the move-in application process.

Each preference is assigned points so that Property Management may accurately determine the placement on the Waiting Lists. The sum of an applicant's points will determine their position on the Waiting Lists. Preference order will be based on the following point system:

Points	Preference Criteria
3	Resident of and employed within Honolulu City Council District III
1	Resident of Honolulu City Council District III
1	Employed within Honolulu City Council District III
1	Honolulu Housing Choice Voucher participant

Applicants shall provide Proof of Preferences as set forth below:

1) Residency: Photo ID with current address or service bill addressed to applicant at their current address with a copy of the current rental agreement.
2) Employment: Paystubs within the past 30 days, Offer Letter of Employment, or a letter from your employer on their company letterhead.
3) Housing Choice Voucher (HCV): Provide a copy of your current approved voucher letter.

If at any time there is no applicant with a valid and verified preference on the Waiting List, then no apartment in the Project shall be held vacant awaiting such applicant but shall be rented promptly to an approved applicant without a preference.

Applicants with a valid and verified preference will be moved to the appropriate rank on the Waiting Lists, above applicants with lower or no preferences.

The preferences described above shall be consistent with the requirements of Section 42 and future interpretations or guidance from the IRS and will not in any way jeopardize the Project's eligibility under Section 42 of the Internal Revenue Code.

3) Lottery Process

a. Property Management will market the project to the public in accordance with the Affirmative Fair Housing Marketing Plan.

b. Starting 12am September 2, 2026, Applicants can complete the Wait List Application on the property's website (https://www.awimc.com/community/330-kuulei-apartments/) or in person during office hours at the lease-up office located at 330 Ku'ulei St, Kailua, HI 96734. Lease up office hours are Monday through Friday 9am – 5pm for the Lottery Period. Following the Lottery Period, lease-up office hours will be adjusted to meet the needs of the property.

c. The Lottery Period ends 11:59pm September 14, 2026. Completed Wait List Applications will be included in the Lottery Process, as outlined below.

I. The Lottery Process uses an electronic method to randomly rank applicants that are in the same Category. A category consists of applicants with the same total points ("Category"). As an example, if there are 20 applicants where each applicant have the same total preference equal to 1, then the lottery process will randomly rank such applicants 1 through 20. The Lottery Process will be applied to all applicant Categories.

II. Applicants that have been lottery ranked by Category will be combined into one waitlist for the property (the "Ranked Waiting List") starting with the applicant Category with the highest number of total preference points and ending with applicants who have no preference points. Applicants ranked 1-111 of the Ranked Waiting List will be provided the Move-In application to complete. Applicants ranked below 112 of the Ranked Waiting List will be provided the Move-In application in the future when the Property Manager determines units may become available based on each applicant's respective rank.

III. Applicants who do not respond substantively to the Move-In application or requests from the Property Manager for additional information within 5 working days from such notice shall be considered non-responsive and their application shall be marked as a Withdrawn Application by the Property Manager.

IV. Units will be offered to applicants with approved Move-In Applications who have the highest rank on the Ranked Waiting List until the property is 100% occupied.

d. After the Ranked Waiting List is exhausted, Applications will be placed on the Waiting List in the date/time order in which applications are received.

Date	Milestone	Details
Sept 2	**Advertise the Application Rules and Requirements**	Announce through affirmative marketing channels. Application window is open for one week (Sep 01 to Sept 09).
Sep 2 to Sep 14	**Lottery Period - Intake applications**	Log every application with a date/time stamp as it's received.
Sep 17	**Finalize the applicant pool (Apply Categories and Conduct Lottery)**	Close intake and produce a final, numbered list of all timely applications.
Sep 18	**Notify Applicants of results and applicants to complete the Move-In Application**	Notify applicants of their rank order electronically and by mail. Document each notice and response (or non-response) in the file.
Sep 19 +	**Property Manager works with applicants to complete eligibility.**	Interview households and verify income, assets, and student status and other required criteria.
Rolling	**Property Manager notifies applicant of approval and schedules unit selection and deposit meeting.**	Reviews lease in detail with applicant including house rules and requirements, execute lease.

4) Resident Admission and Leasing Policy

Occupancy guidelines are:

1 bedroom	1 – 2 people
2 bedroom	2 – 5 people

a. Residents will be screened in accordance with the following criteria:

i. Minimum Income of 2–2.5 times the rent (after other household obligations) or other proof of rent affordability. Other proof of rent affordability includes other subsidy or history of paying rent equal to or greater than the proposed rent regardless of the minimum income requirement.

ii. Household composition (to meet occupancy standards)

iii. Prior and present landlord history (positive)

iv. Credit history of not more than a total of $500.00 negative or 120 days late within the last five years for “hard credit” accounts. “Hard credit” is considered everything other than medical bills, debts discharged by bankruptcy, voluntary repossessions, and government backed student loan programs.

v. Clean criminal background record with no felony convictions in accordance with HUD guidelines within 7-years prior to application.

vi. Personal references (positive)

vii. Program eligibility (as verified by 3rd party information &/or other acceptable source documents) based on program income limits and other eligibility criteria as required by program regulation.

b. Property Manager reserves the right to modify its screening criteria in cases where the economic outlook in a specific market area causes a lack of qualified applicants, without revision to the plan or agreement upon consultation with Ownership.

c. If an application is rejected; the applicant will be informed, in writing, of the reason for rejection. The rejected application will be kept on file. If the rejection is because of information obtained from a credit bureau, the source of the report will be revealed to the applicant in accordance with the Fair Credit Reporting Act.

d. Approved applicants will be allowed to inspect the vacant unit prior to occupancy. A Move-In/Move-Out Itemized Statement will be used to report unit condition. This document becomes a part of the Lease Agreement. The Property manager will keep a copy of the statement and provide one copy to the resident.

e. The Property manager will review the Lease Agreement and House Rules with each resident and highlight features of the project (i.e. mailboxes, laundry room, unit amenities, etc.).

f. The Lease Agreement and House Rules set forth the Landlord and Resident rights, obligations and responsibilities and define those actions that are either acceptable or unacceptable while the resident is residing at the complex.

g. Alternative language options are available for residents who have limited fluency in English. If necessary, the lease, rules and regulations will be provided in the appropriate language.

5) Grounds for Denial as referenced in Section 4(a).

1) Does not meet the minimum income requirement.

2) Does not meet the occupancy guidelines.

3) Exceeds the bad credit limit of $500.00.

4) 120 days late within the last five years for "hard credit" accounts.

5) Criminal background record with felony convictions in accordance with HUD guidelines within 7-years prior to application.

6) Negative Personal references

7) Exceed Maximum Income Limits as published annually by the Hawaii Housing Finance and Development Corporation.

8) Full-Time Student Household.

6) **Grievance/Appeal: Tenant's Grievance and Appeal Procedure**
If applicant believes that Landlord has not acted in accordance with the Tenant Selection Criteria, LIHTC Regulations, or state or local ordinances, Tenant shall notify Property Manager in writing within 14 days of the occurrence. This begins the grievance process. Property Manager shall provide a copy of these procedures to applicant if applicant requests them. A copy shall be posted in building's rental office.

Equal Housing Opportunity
This property is an Equal Housing Opportunity provider. Housing is available without regard to race, color, religion, sex (including gender identity or expression), sexual orientation, marital status, familial status, age, ancestry, national origin, disability, HIV infection status, or any other characteristic protected by applicable federal, state, or local law. The Property Manager is committed to providing equal housing opportunities for all people.