

---

## APPLICATION PACKET CHECKLIST

- ☐ 1) **Income verification worksheet** – completed by lender; note 120% AMI income limit for HH
- ☐ 2) **Designated Lender Pre-approval**
- ☐ 3) **Affidavit of Eligibility/Application for City-Regulated AH Units**
  - List applicant's current employer (no past employment history needed)
  - Primary Applicant is the Primary Household Member, Co-Applicant 1 is HH member 2
  - List ALL Household Members (i.e. parent, child, sibling, extended family, friend -not related)
- ☐ 4) **Photo IDs for every Household Member (HH)** (legible copies needed)
  - Hawaii Driver's License, Hawaii State I.D., Gov't Passport, Student I.D or Child's Birth Certificate
- ☐ 5) **Household Asset Verification** (please do not submit a camera photo of these documents)
  - **Bank and other Financial Statements** (latest 2 months)
    - Checking, Savings, CD-full statement showing interest rate or interest earned, if any
    - Bonds, Stocks, Mutual funds – note if income is received or re-invested
    - Life Insurance – submit if there is cash value
  - **Retirement Account Statements** – submit and note if currently receiving income
  - **Federal Tax Return** (last 2 years). Block out SS# except for last 4 digits. Signed copies with all applicable schedules, W2's, 1099s
- ☐ 6) **Household Income Verification** (including part-time and self-employed)
  - **Gross Pay** (provide consecutive paystubs for most recent 2 months; If new job – provide letter from employer confirming start date and work hours per week or pay period)
  - **Investment Income** (provide account statement)
  - **Retirement or Pension Income** (provide account statement)
  - **Social Security** (provide SS Benefits documentation)
  - **Unemployment Compensation** (provide UE income documentation)
  - **Child Support** (provide supporting legal document)
  - **Alimony** (provide supporting legal document)
  - **No Income** (provide statement from HH member that they do not intend to work for a year; includes Full Time student 23 years and older)
  - **Latest course schedule** (Full time student under age 23)
- ☐ 7) **Miscellaneous supporting documents:**
  - Property ownership, Divorce decree, Marriage certificate
  - Verification of HH Living Arrangement when supporting documents indicate different addresses. Statement confirming applicants currently living together from date or intend to live together and relationship to the applicant (NOTARIZED)
- ☐ 8) **Ke'olu at Koa Ridge – Unit Lottery Application/Unit Preference Form**
- ☐ 9) **\*Owner Occupant Affidavit – to be notarized (MUST SUBMIT ORIGINAL WITH ORIGINAL SIGNATURE)**
- ☐ 10) **Referral Form** (if applicable)

All documents should be legible, a “photo” of documents will not be accepted