



Ola Ka 'Ilima Artspace Lofts Application Packet



December 2018





Ola Ka ‘Ilima Artspace Lofts
1025 Waimanu Street, Honolulu, HI, 96814

Aloha Applicant,

Mahalo for your interest in Ola Ka ‘Ilima Artspace Lofts. The project provides 84 units of affordable housing for individuals and families with over 11,000 square feet of resident community spaces, 4,600 square feet dedicated to the PA‘I Arts and Culture Center for exhibitions and classes and an additional 2,000 square feet of commercial space for arts-oriented businesses or organizations. Developed by Artspace Projects, Inc. with our partner Hui Kauhale Inc. formed by EAH Housing, Ola Ka ‘Ilima Artspace Lofts is located in the Kaka‘ako neighborhood in Honolulu.

The project will offer its residents:

- **Spacious one, two and three bedroom units**
- **Each unit has high ceilings, large windows, and durable surfaces**
- **On-site washer and dryer facilities**
- **Community Gallery**
- **Spacious outdoor courtyard with playground and community gardens**
- **On-site management office**
- **Resident parking garage**

Artspace Projects, Inc. is committed to attracting creative individuals and families from diverse backgrounds; however, preference will be placed on applicants who can demonstrate a commitment to the arts. An artist’s creative work need not be the person’s occupation or source of income. It is customary for artists to work in other careers in order to support themselves, their dependents, and their art form. Artspace is interested in individuals who are committed to building a creative community and will give some of their time and energy toward this goal.

In this packet you will find information about renting an apartment at Ola Ka ‘Ilima Artspace Lofts. Please note that the information is not all-inclusive and is subject to change. Please read all parts of the information packet. Due to federal support for the development of this project, we may require more information than what is common when renting an apartment. The types of information that we require are explained on the following pages.

--The Artspace Team

OLA KA 'ILIMA ARTSPACE LOFTS

1025 WAIMANU STREET, HONOLULU, HI 96814

TELEPHONE (808) 439-6286 FAX (808) 439-6286 TDD (877) 447-5991

AL-MANAGEMENT@EAHHOUSING.ORG

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Frequently Asked Questions

1. *What is Ola Ka 'Ilima Artspace Lofts?*

The property is a mixed-use project consisting of 84 units of affordable rental live/work spaces for artists and their families. It will also have shared community spaces and a new home for the PA'I Arts and Culture Center. This unique project located in the Kaka'ako neighborhood of Honolulu allows multi-ethnic, multi-generational, and multi-disciplinary artists and their families to be more productive and more collaborative in pursuit of their artistic goals.

2. *What is Artspace Projects, Inc.?*

Artspace is a non-profit corporation whose mission is "to create, foster, and preserve sustainable affordable space for artists and arts organizations." Our development activities have included construction/renovation of more than 2,000 units of live/work space for low/moderate income artists. Artspace now has 50 projects in 20 states.

3. *Who can apply to live at the Ola Ka 'Ilima Artspace Lofts?*

Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds. We encourage all people to apply regardless of race, color, creed, religion, national origin, ethnicity, gender, marital status, familial status, sexual orientation, and status with regard to public assistance, or physical disability.

4. *How many units are there? What size are they? What will the range of rents be?*

There are 84 units, including one, two and three bedroom units ranging in size from 680 to 1,279 square feet. Rents established by HUD for 2018 range from \$572 to \$1,671, inclusive of water and garbage utilities. Rents are subject to change based on utility allowance adjustment and maximum allowable rents as established by HUD every year.

5. *How do you define low income?*

There are specific qualifying income guidelines imposed on our projects due to the low-income housing tax credits we used to fund the project. Maximum household income will be based on 60% of the published area median income for Honolulu County. These income guidelines are published annually and subject to change yearly.

You must be willing to submit income information annually and the unit must be your only residence.

6. *How is income determined?*

Annual income is determined by calculating the total income from all sources received by all household members, exclusive of certain types of income. A list of excluded income will be provided. If self-employed, we will use Schedule C and use your net income after business expenses. If employed, your annual gross income and most recent six consecutive check stubs will be used to determine current income. Gross income from employment must be included and verified via employer, with copies of pay stubs and/or a W-2 and tax return.

7. *What about assets, pensions, spousal and child support, homeownership, temporary income, disability income, Section 8 Vouchers and student financial aid?*

All income from assets is added as part of the household annual income. Income also includes any disability, SSI, child support payments, student financial aid, etc. Applicants who own real estate may also qualify. Net income generated from the real estate asset is added to the household gross income to determine eligibility. Persons with Section 8 vouchers are encouraged to apply.

8. *How do student loans, bankruptcies and credit ratings effect qualification?*

Credit checks are completed to verify applicants' credit and establish a history of past credit problems.

9. *Do Hawaii residents get priority?*

No. The State of Hawaii requires the use of a lottery system. The lottery system does not preference Hawaii residents and there are no units set aside specifically for Hawaii residents.

10. *How is household defined?*

A household can consist of one or more persons. Members do not need to be related to be considered a household. At least one household member must be 18 years of age or older to apply. Each adult in the household must supply qualifying information. One application is accepted per household. The total household income must fall below the maximum income limit.

11. *Can I sublet my unit?*

No. Subletting, such as Airbnb or VRBO, etc. is not allowed in the LIHTC/HOME program.

12. *What about insurance?*

Residents are strongly encouraged to carry renter's insurance.

13. *What will be provided in my apartment?*

Your new home at Ola Ka 'Ilima Artspace Lofts will have all the amenities of a residential unit built to code. It will include bathroom, kitchen, and bedroom(s). Any modifications to your unit must meet fire and safety codes and be approved by management in writing prior to those modifications being installed.

14. *Who will manage the property?*

EAH Housing Real Estate Management will oversee general operations and maintenance of the property.

15. *Will artists be able to make and sell works, teach classes, and have space open to the public?*

Your live/work unit is primarily a residential unit with space for you to produce your art. It is not a commercial space for selling your artistic products. A business with regular public hours cannot be operated out of a residential unit.



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Expanding the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities since 1968.

Aloha Applicant:

We would like to thank you for your interest in Ola Ka 'Ilima Artspace Lofts. Our goal is to provide quality affordable housing for the people of Hawai'i in accordance with the Low Income Housing Tax Credit (LIHTC) program, the HUD HOME program, the State of Hawai'i Rental Housing Revolving Fund (RHRF) and the City and County of Honolulu's Affordable Housing Fund (AHF).

Enclosed you will find an Information Sheet and Resident Selection Plan. The information contained therein should answer most questions you may have. **If you have questions or are not sure what information to provide, please call our office and ask for assistance.**

Applications are available beginning December 17, 2018 and may be picked up from the Kukui Gardens office at 1103 Liliha Street, Suite #102, Honolulu, HI 96817 or downloaded online from www.eahhousing.org/future. A lottery system will be used to determine the priority of processing applications and the qualification process to certify eligibility. **All complete applications received by 4:00 pm on Tuesday, January 22, 2019 will be entered into the lottery taking place on January 29, 2019.**

Completed applications received after the initial deadline will be date-and-time-stamped when they are received, and will be processed on a first come, first served basis. Any incomplete applications will be ineligible for processing and will be returned to you, or you will be contacted to request completion.

Please note that simply filling out a portion of the application does not guarantee that you will be placed on the waitlist. ***It is imperative that you provide all of the information asked for on the application to help avoid unnecessary delays in processing.*** If you need assistance in completing your application, EAH Housing staff members are available to help you.

Once again, thank you for your interest in Ola Ka 'Ilima Artspace Lofts. If you have any questions, please don't hesitate to give us a call.

Sincerely,

EAH Housing
Management Agent, Ola Ka 'Ilima Artspace Lofts

INTERESTED in Ola Ka 'Ilima Artspace Lofts?

Call 808-439-6286 Today!

Or visit: www.eahhousing.org



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Information Sheet – Ola Ka 'Ilima Artspace Lofts

<u>Location:</u>	1025 Waimanu Street, Honolulu, HI 96814
<u>Date of Opening:</u>	Projected to open May 2019
<u>Number of units:</u>	84 total units consisting of 1, 2 and 3 bedroom units.
<u>Income Limits for Applicants:</u>	Maximum annual household income must not exceed 60% of the Area Median Income.
<u>Handicapped/Disabled Applicants:</u>	Accessible units serving persons with mobility and/or sensory impairments are available.
<u>Security Deposit:</u>	A security deposit equivalent to one month's rent is required for move-in.

QUALIFICATION

Ola Ka 'Ilima Artspace Lofts is financed using a combination of federal and state Low Income Housing Tax Credits (LIHTC), the HOME Investment Partnerships Program made available through the U.S. Department of Housing and Urban Development, the State of Hawai'i Rental Housing Revolving Fund (RHRF), and the City and County of Honolulu's Affordable Housing Fund (AHF). The property will serve those with incomes at or below 60% of the area median income (AMI), adjusted by household size, for Honolulu. The Area Median Income limits, published annually by HUD, will be used to determine if a household is eligible to reside at the property.

PREFERENCES

Anyone who qualifies for affordable housing may apply for residency in Ola Ka 'Ilima Artspace Lofts. A preference will be given to those applicants who participate in and are committed to the arts. Applicants need not derive their income from their art. It is customary for artists to work in another field to support themselves, their dependents, and their art form. The Artist Selection Committee (ASC) screens applicants to determine their participation in, and commitment to, the arts; they do not judge the content of an applicant's artistic work. See Artspace Artist Selection Process and Frequently Asked Questions for more details.

Applicants with a preference will be moved to the top of the waiting list above persons without a preference.

The preference so described will at all times be consistent with the requirements of Internal Revenue Service (IRS) 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.

INITIAL PLACEMENT – LOTTERY SYSTEM

Ola Ka 'Ilima Artspace Lofts will be using a lottery system to determine the order priority of processing applications and certifying applicant eligibility. All those who have submitted a completed application by **January 22, 2019 at 4:00 PM**, the initial application deadline, will be eligible for participation in this lottery. The lottery for Ola Ka 'Ilima Artspace Lofts will be held on January 29, 2019; applicants do not have to be present at the actual lottery. After the lottery



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EQUAL HOUSING OPPORTUNITY

applicants will receive notification, in lottery and preference order, of their scheduled household interview to determine eligibility. After the deadline for the lottery, signed and dated applications will be processed on a first-come, first-served basis.

Applicants with a preference will be prioritized in the lottery to satisfy the preference order for this property. It should be noted that having a lottery number does not guarantee that you will get an apartment. The number only signifies you have a place in line on the waitlist.

APPLICATION PROCEDURES / WAITLIST

Applications will be available beginning **December 17, 2018**, and may be picked up from **1103 Liliha Street, Suite #102, Honolulu, HI 96817** or downloaded from www.eahhousing.org. For more information call **808-439-6286** or email AL-Management@eahhousing.org. 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. If an application is not completely answered, the date it is submitted fully completed will be the date that the application is considered accepted for rental purposes.

All applicants who submit a completed application by the lottery deadline will be placed on the waitlist based on preferences and the unit size selected on the application. It should be noted that being placed on the waitlist does not guarantee that you will get an apartment. Being placed on the waitlist only signifies your place in line to have your application reviewed and your income certified when an apartment is available.

Applicants will be contacted for income certification and a background check in waitlist order when a unit is available. If the household is qualified, then the artist or artists of that household will be interviewed by the Artist Selection Committee for verification of the artist preference.

Selected applicants must be prepared to move into the apartment when notified of final approval. If they are unable to accept the apartment when it is available, they will be moved to the end of the waitlist, or removed from the waitlist if it is the second refusal.

RENT STRUCTURE

Rent structure for Ola Ka 'Ilima Artspace Lofts is as follows:

Area Median Income %	Unit Size	Square Footage	*Rent	# of Units
30 / 50 / 60	1	680-721	\$572 / \$1,009 / \$1,228	9 / 34 / 7
50 / 60	2	851-1016	\$1,195 / \$1,458	23 / 6
50 / 60	3	1265-1279	\$1,368 / \$1,671	2 / 2

***These rents from 2018 are subject to change based on utility allowance adjustments and maximum allowable rents as established by the U.S. Department of Housing and Urban Development (HUD).**

CREDIT SCREENING and CRIMINAL BACKGROUND CHECKS

Applicants will be subject to credit worthiness screening as well as criminal background checks. Other criteria are also considered to determine if an applicant is qualified. A listing of criteria which will be considered and reasons for rejection of applications is contained in Ola Ka 'Ilima Artspace Lofts Resident Selection Plan.

NON-SMOKING POLICY

Ola Ka 'Ilima Artspace Lofts is designated as a Non-Smoking Property. Smoking is prohibited in all areas of the property including the interior of apartments, and all indoor and outdoor common areas on the property which includes but is not limited to: the community center, parking lots and private roadways.



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Residents are responsible to inform their guests of the Non-Smoking Areas. Residents will not permit the dwelling unit to be used for, or to facilitate, any smoking activity, regardless of whether the individual engaging in such activity is a member of the household or is a guest.

Any violation of the Non-Smoking Policy will be grounds for a lease violation to be issued. Repeated offense may be deemed a material breach of the Rental Agreement and grounds for immediate termination of the Lease/Rental Agreement by the Owner.

The Owner's adoption of a Non-Smoking Policy does not make the Owner the guarantor of the Tenant's health or that the Property will be free of smoke but the Owner shall take reasonable steps to enforce this policy.

INTERESTED in Ola Ka 'Ilima Artspace Lofts?

Call 808-439-6286 Today!

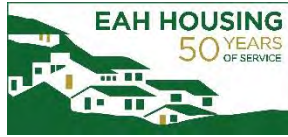
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Resident Selection Plan

Ola Ka 'Ilima Artspace Lofts provides 84 one, two and three- bedroom units of low-income workforce housing for artists and their families in Honolulu's Kaka'ako neighborhood. Units are designed with high ceilings, large windows, durable surfaces, large doors, and wide hallways to accommodate a variety of creative activities. Twelve units are set aside for eligible applicants meeting the criteria of Housing First. The remaining units are for families or individuals. Units will be available to income-qualifying households at 60% and below of the area median income (AMI) levels. Like all Artspace projects, this building will be multi-ethnic, multi-generational, and multi-disciplinary.

The property will provide rental apartment homes 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. Ola Ka 'Ilima Artspace Lofts will include accessible units and will make reasonable accommodations to individuals whose disability so requires. Reasonable Accommodation Request forms are available upon request from management. Ola Ka 'Ilima Artspace Lofts is an Equal Opportunity Housing Facility, admitting people in accordance with Local, State and Federal Fair Housing laws, the Low Income Housing Tax Credit Program (LIHTC), the HUD HOME program, the City and County of Honolulu's Affordable Housing Fund, and the State of Hawaii Rental Housing Revolving Fund (RHRF) program. Non-English translation and/or assistance is available upon request.

Accessible units are available and reasonable accommodations will be made.

INCOME LIMITS

To qualify for an apartment, the household's gross income may not exceed the maximum income limit per household size and may not be lower than the income minimum* per household size. The income maximums and minimums are attached and are subject to change.

**The apartment may be rented if proof is obtained indicating satisfactory and timely rental payment history for the past twelve (12) months in the amount equal to or greater than the Ola Ka 'Ilima Artspace Lofts rent charged for that unit size.*



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APPLICATION PROCEDURES

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

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 verification. Final selection of eligible applicants will be done by the Artist Selection Committee (ASC) through an interview process with the applicant.

APPLICATION FEES APPLY

Application fees will be waived for initial placement. Once all units are initially rented, application fees will apply.

An **application fee of \$35 per adult household member** will apply. The application fee will not be collected until an applicant is being considered for placement. The application fee is to help cover our cost of conducting the credit and criminal background inquiries.

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.

A lottery will determine the order the applications are screened for placement. Once the lottery has taken place, any additional applications will be processed as follows:

Signed and dated applications will be processed on a first-come, first-served basis. The application must be completed and signed by the head of household and all household members 18 years of age and older before it can be placed on the waitlist. Incomplete applications will not be accepted. If an application is not completely answered, the date it is fully completed will be the date that the application is considered accepted for rental purposes.

PREFERENCE

Preferences will be used on a continuous basis in the selection of applicants. However, the policy of the Property is that a preference does not guarantee admission. Every applicant must still meet the Property's Resident Selection Plan standards for acceptance as a resident. Preference for this property will be given to those applicants and or their household member(s) who participate in and are committed to the arts, identifying as artist, artisan, or cultural bearer.

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

Residents shall be selected in accordance with the preferences described in Section 42 of the IRS low-income housing general use, "A project does not fail to meet the general public use requirement solely because of occupancy restrictions or preferences that favor tenants...who are involved in artistic or literary activities." (H.R. 3221 / pg. 616 / line 21, passed into law August 2008). The preference so described will at all times be



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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.

An artist applicant must income qualify, pass a criminal background check, and will be interviewed by an Artist Selection Committee to be verified for an artist preference. The Artist Selection Committee is comprised of local artists, Artspace staff, and the local property management team. The Artist Selection Committee (ASC) interviews applicants to determine their participation in, and commitment to the arts; they do not judge the content of an applicant's artistic work. Applicants deemed ineligible for the preference will be moved to the bottom of the waitlist.

If at any time there is no applicant with an artist preference on the waitlist, then no unit in the Project shall be held vacant awaiting such applicant, but shall be rented promptly to an approved applicant without a preference.

APARTMENT TRANSFER POLICY

An Apartment 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 Apartment Transfer List will have priority over the applicants on the waitlist.

In order to transfer to another apartment in the property, the family must meet the initial eligibility requirements of the LIHTC Program or the transfer will not be allowed. During the initial term of the Lease, no apartment transfers will be allowed.

OCCUPANCY STANDARDS

Occupancy standards are the criteria established for matching a household with the most appropriate size and type of apartment. The following occupancy guidelines will be followed to avoid over utilization of the apartments as follows:

Bedroom Size	Household Maximum
1	3
2	5
3	7

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

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

NOTE: Live-in attendants are subject to the criminal and landlord provisions of this plan with the exception of criteria that determines ability to pay rent. Live-in attendants are not tenants and do not have rights associated with a landlord-tenant relationship. The fee to run a criminal background check is currently \$20 per live-in attendant.



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CHANGES IN HOUSEHOLD COMPOSITION

During the initial term of the Lease, no changes in household composition will be allowed. Only those household members listed on the application at time of move in will be allowed to reside in the apartment during this time. Exceptions considered would include unborn children and legal adoptions.

VIOLENCE AGAINST WOMEN ACT OF 2013

The Violence Against Women Act (“VAWA”) protects victims against eviction or denial of housing based on domestic violence, dating violence, sexual assault and stalking. In 2013, Congress expanded VAWA’s housing protections by covering additional federal housing programs, including the Low-Income Housing Tax Credit program (“LIHTC”). VAWA offers the following protections:

1. An applicant’s or program participant’s status as a victim of domestic violence, dating violence, sexual assault and stalking is not a basis for denial of admission, if the applicant otherwise qualifies for admission.
2. This must support or assist victims of domestic violence, dating violence, sexual assault and stalking. It must protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing.
3. An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault and stalking will not be construed as serious or repeated violations of the lease or other “good cause” for terminating the assistance, tenancy, or occupancy rights of a victim of abuse.
4. Criminal activity directly related to domestic violence, dating violence, sexual assault and stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.
5. Assistance may be terminated or a lease “bifurcated” in order to remove an offending household member from the home. Whether or not the individual is a signatory to the lease and lawful tenant, if he/she engages in a criminal act of physical violence against family members or others, he/she stands to be evicted, removed, or have his/her occupancy rights terminated. This action is taken while allowing the victim, who is a tenant or a lawful occupant, to remain.
6. The provisions protecting victims of domestic violence, dating violence, sexual assault and stalking engaged in by a member of the household, may not be construed to limit Ola Ka ‘Ilima, when notified, from honoring various court orders issued to either protect the victim or address the distribution of property in case a family breaks up.
7. The authority to evict or terminate assistance is not limited with respect to a victim that commits unrelated criminal activity. Furthermore, if Ola Ka ‘Ilima can show an actual and imminent threat to other tenants or those employed at or providing service to the property if an unlawful tenant’s residency is not terminated, then evicting a victim is an option, the VAWA notwithstanding. Ultimately, Ola Ka ‘Ilima will not subject victims to more demanding standards than other tenants.



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The VAWA protections shall not supersede any provision of any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault and stalking. The laws offering greater protection are applied in instances of domestic violence, dating violence, sexual assault and stalking.

The Notice of Occupancy Rights and Certification form will be provided to applicants when assistance is being denied or at the time of move-in.

GROUNDINGS FOR REJECTION

1. Total family income exceeds the applicable income limits published by HUD or does not meet the minimum income limit.
2. Household cannot pay the full security deposit at move-in.
3. Household refuses to accept the second offer of an apartment.
4. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.
5. Any adult household members fail to attend eligibility interview.
6. Blatant disrespect or disruptive behavior toward management, the property or other residents exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior).
7. Household is composed entirely of full time students and does not meet the exception outlined in Section 42 of the IRC or does not meet HOME (Section 8) student rule.
8. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.
9. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.
10. Apartment assignment will NOT be the family's sole place of residency.

Qualification for a unit includes occupying the unit on a continuous basis and as a primary residence. Residents may not be absent from the unit for more than 60 consecutive days, or for longer than 180 continuous days for medical reasons.



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LANDLORD REFERENCE

11. Negative landlord references that indicate lease violation, disturbing the peace, harassment, poor housekeeping, improper conduct or other negative references against the household.
12. Evictions reported in the last 5 years.
13. 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. More than 1 rent check returned from a financial institution for Non-Sufficient Funds (NSF) in a one-year period.
14. Any evidence of illegal activity including but not limited to drugs, gang, etc.
15. Inappropriate household size for the apartment available (see Occupancy Standards).

CREDIT

See attached Screening Criteria.

** Applicants without a credit history may fail OnSite's "Income to Debt Ratio" criteria and their application may be denied for housing.

CRIMINAL

See attached Screening Criteria.

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.



EAH Housing is an "Equal Opportunity" housing provider and does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. HI Lic. RB-16985 | CA Lic. 00853495 | www.eahhousing.org

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ADMINISTRATION OF WAITLIST

The property is required to maintain a waitlist of all eligible applicants. Applicants must be placed on the waitlist and selected from the waitlist 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 waitlist that is established and maintained in chronological order based on the date and time of receipt of the Preliminary Application. The waitlist contains the following information for each applicant:

1. Applicant Name
2. Address and/or Contact Information
3. Phone Number(s)
4. Apartment Type/Size
5. Household Composition
6. Preference/Accessibility requirements
7. Income level
8. Date/ Time of Application

Applicants must report changes in writing to any of the information immediately.

Applicants will have the opportunity to decline the first apartment offered and retain their place on the waitlist. Should the applicant decline the offer of the next available apartment, they will be removed from the waitlist.

PURGING THE WAITLIST

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

OPENING/CLOSING OF WAITLIST

The methods of advertising used to announce opening and closing of the waitlist is 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 rental office. Changes to the Plan will be sent via U.S. mail to all persons on the active waitlist. When the waitlist 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.



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UNIT INSPECTION REQUIREMENT

Before signing the lease, Ola Ka 'Ilima and the resident must jointly inspect the unit. The resident has five days to report any additional deficiencies to Ola Ka 'Ilima to be noted on the move-in inspection form.

Annual unit inspections are performed by Ola Ka 'Ilima. Agencies providing funding have the right to inspect the unit to ensure the property is physically well maintained and that the residents are provided with decent, safe and sanitary housing.

Residents will receive prior written notification for all unit inspections.

When a resident moves out, a final inspection will be completed. Residents are encouraged to attend the move-out inspection. However, if the resident does not wish to participate in the final inspection, Ola Ka 'Ilima management may conduct the inspection alone.

NON-SMOKING POLICY

Ola Ka 'Ilima Artspace Lofts is designated as a Non-Smoking Property. Smoking is prohibited in all areas of the property including the interior of apartments, and all indoor and outdoor common areas on the property which includes but is not limited to: the community center, parking lots and private roadways.

Residents are responsible to inform their guests of the Non-Smoking Areas. Residents will not permit the dwelling unit to be used for, or to facilitate, any smoking activity, regardless of whether the individual engaging in such activity is a member of the household or is a guest.

Any violation of the Non-Smoking Policy will be grounds for a lease violation to be issued. Repeated offense may be deemed a material breach of the Rental Agreement and grounds for immediate termination of the Lease/Rental Agreement by the Owner.

The Owner's adoption of a Non-Smoking Policy does not make the Owner the guarantor of the Tenant's health or that the Property will be free of smoke but the Owner shall take reasonable steps to enforce this policy.

PETS

Residents are permitted to keep up to two common household pets in the dwelling unit subject to the provisions and pet policy promulgated under 24 Combined Federal Regulations (CFR) Section 243.

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

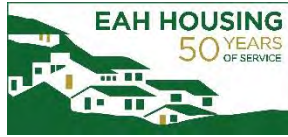
Ola Ka 'Ilima Artspace Lofts does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally-assisted programs and activities.



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OLA KA 'ILIMA ARTSPACE LOFTS

1025 WAIMANU STREET, HONOLULU, HI 96814
TELEPHONE (808) 439-6286 FAX (808) 439-6286 TDD (877) 447-5991
AL-MANAGEMENT@EAHHOUSING.ORG

Expanding the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities since 1968.

Credit & Criminal Screening Criteria

1. Applicants must have positive verifiable rental history and be in good standing with all previous landlords within the past two years.
2. Applicants' past performance in meeting financial obligations, especially rent, will be considered in determining if there is an unreasonable risk that such applicant will not fulfill their rent obligations. Factors to be considered are as follows:
 - Applicants must have a consistent record of timely rent payment during the previous two years tenancy.
 - Applicants must have no more than a combined total of \$2,000 of derogatory/delinquent consumer debt (excluding medical accounts and student loans).
 - Applicants can have no history or pattern of delinquent consumer debts that exceed a combined total of \$2,000 over the last 5 years.
 - Applicants can have no reported unresolved rental judgements.
3. An applicant's background check that discloses any felony conviction that demonstrates the potential to cause harm to residents, clients, property or company may result in denial of housing.
4. Management shall reserve the right to deny housing in cases where the serious nature of an offense, the period of time since the offense, a history of repetitive criminal activity or other factors related to the criminal record of an applicant give reason to believe that admission of the applicant may adversely impact the health, safety, welfare or right to peaceful enjoyment of the premises of other tenants.
5. In all instances where unfavorable information would cause an applicant to fail specified screening criteria, best efforts will be made to obtain mitigating information from all available sources as is allowable by law.
6. On a case-by-case basis, consideration will be given to applicant's conduct and other factors that might indicate a reasonable probability of favorable future conduct.



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7. In some cases, an applicant and their household members who do not qualify under this policy might still be an acceptable risk due to extenuating circumstances. In these situations, the site manager may request a review of the application if they feel the applicant:
 - a. has provided evidence indicating the reason for the denial may be inaccurate, or
 - b. Can demonstrate they have positively changed their life since the event causing them to fail the screening criteria, or
 - c. Had extenuating circumstances that contributed to the event that caused them to fail the screening criteria.



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INCOME MINIMUMS AND MAXIMUMS

Minimum monthly income is equivalent to 2.5 times the monthly rent

	1 Bedroom	2 Bedroom	3 Bedroom
30% of Median	\$1,430	N/A	N/A
50% of Median	\$2,523	\$2,988	\$3,645
60% of Median	\$3,070	\$3,645	\$4,178

NOTE: Applicants who have Section 8 are exempt from the minimum income requirement.

Maximum household income based on published Income Limits for 2018 (subject to change)

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person
30% of Median	\$24,510	\$27,990	\$31,500	\$34,980	\$37,800	\$40,590	\$43,380
50% of Median	\$40,850	\$46,650	\$52,500	\$58,300	\$63,000	\$67,650	\$72,300
60% of Median	\$49,020	\$55,980	\$63,000	\$69,960	\$75,600	\$81,180	\$86,760

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FREQUENTLY ASKED QUESTIONS

Q: What is Artspace?

A: Artspace is a nonprofit real estate developer specializing in creating, owning and operating affordable spaces for artists and creative businesses. Artspace is the nation's leading developer of arts facilities — live/work housing, artist studios, arts centers, commercial space for arts-friendly businesses and other projects.

Q: What is Artspace's mission?

A: Our mission is to create, foster and preserve affordable space for artists and arts organizations.

Q: How does Artspace fulfill that mission?

A: Artspace works in three major areas — Consulting Services, Property Development and Asset Management.

- > Through our Consulting Services, we share our expertise with clients across the country. In our process, we analyze and study the feasibility of new Artspace projects.
- > Property Development creates new Artspace projects through a mix of historic renovation and new construction.
- > Artspace's Asset Management group ensures long-term financial stability and affordability for artists.

Q: How many projects are currently owned and operated by Artspace?

A: At present, we own and operate more than 39 projects across the country. Most are live/work or mixed-use projects comprised of more than 1,374 residential units. Our portfolio of projects is rounded out with non-residential projects that provide space for artists and cultural organizations.

Q: What is the definition of a "live/work" project?

A: A live/work project is a residential building in which each dwelling has extra space (100 to 150 square feet) that

the artist can use as a studio. Live/work units by Artspace have consistent design elements, such as high ceilings, large windows, durable surfaces and wide doorways. These spaces are designed to accommodate and foster a variety of creative processes. Artspace live/work projects also include common spaces such as galleries, meeting rooms and green space that encourage tenant engagement, cooperation and community involvement. Most Artspace live/work projects are mixed-use buildings with housing on the upper floors and non-residential space on the lower floors.

Q: How does Artspace decide where to develop its projects?

A: Communities interested in pursuing an Artspace project invite our Consulting Services staff to assess the feasibility of developing a project. In an average year we make 15 to 20 feasibility visits to cities around the country; of these, two to four typically lead to projects. Our location decisions are primarily based on the feasibility and viability of the project as well as community support and engagement.

Q: After an Artspace project is started, what is the estimated time until completion?

A: Artspace projects normally span from four to seven years in most cases.

Q: Why does it take so long?

A: First, we are committed to community engagement as an essential part of the development process. Each Artspace project is built to address the unique needs of a specific community. We believe that the key to a successful project is taking the time to observe and listen to artists, civic leaders and other stakeholders in the community. Second, we research and build relationships with a variety of public and private funding sources. Though this can be a time-consuming process, it has an important upside: Artspace projects are fully supported and funded at the time of ground breaking.

FREQUENTLY ASKED QUESTIONS

Q: How are Artspace projects funded?

A: We access public funding sources including those available for the creation of affordable housing, economic development, historic preservation and cultural facility development. Private sector funding often includes conventional bank financing as well as individual and community philanthropic support.

Q: Do the Artspace live/work projects qualify as affordable housing?

A: Yes. The majority of Artspace housing units are affordable to households earning at or below 60% of the Area Median Income (AMI) of the city or county in which the project is located.

Q: How much does it cost to live in an Artspace project?

A: In setting our rents, we adhere to affordable housing guidelines established by the U.S. Department of Housing and Urban Development. HUD uses a formula based on the local AMI, the degree of affordability of any given unit (expressed as a percentage of the AMI), the number of bedrooms in the unit, and the number of people in the household. While rents vary by community, our goal is to provide affordable space that is adequate for artists both to live and to work in their units. Artspace buildings provide live/work spaces that are larger than other affordable spaces and usually less expensive than other comparable spaces. And as part of our sustainability model, Artspace buildings remain affordable in perpetuity.

Q: Do you have to be an artist to live in an Artspace live/work project?

A: Anyone who qualifies for affordable housing may apply for residency in an Artspace project, but we give preference to those applicants who participate in and are committed to the arts. Applicants need not derive their income from their art.

Q: How does Artspace determine who is an artist?

A: We define the term “artist” broadly to encompass a wide variety of creative pursuits, including traditional art forms and those as diverse as clothing design, weaving and even canoe making. A community-based Selection Committee interviews all applicants. The committee looks for evidence that applicants are seriously committed to their art and that they will be mindful

and positive contributors to the building and community. The application and qualification process does not include judgment of quality of work.

Q: Who owns an Artspace live/work project when it is completed?

A: Once completed, Artspace retains ownership of its projects. We remain involved as owner/operators of our projects to ensure that the projects remain affordable for artists over the long term. In addition, we maintain and nurture our partnerships with the communities and artists.

Q: How does Artspace sustain its projects once they are in operation?

A: Artspace projects are financially self-sustaining through tenant rents, which are sufficient to meet mortgage payments, fund reserves and operating costs. Revenues in excess of expenses are set aside for preventive maintenance, common area improvements, and building upgrades. Artspace’s asset managers visit our properties multiple times a year to gather feedback, offer guidance, support and to provide connections for best practices throughout the Artspace community.

The Artspace logo features the word "artspace" in a lowercase, sans-serif font. The "art" is in a vibrant green color, while "space" is in a dark blue color.

America's Leader in Artist-Led Community Transformation

Artspace is a non-profit organization that uses the tools of real estate development to create affordable, appropriate places where artists can live and work. We consistently develop these projects in ways that also support more stable, healthy communities anchored in existing assets. Because Artspace owns each of the projects it develops, we are able to ensure that they remain affordable and accessible to artists in perpetuity. Over the last three decades, Artspace has led an accelerating national movement of artist-led community transformation. While embracing the value the arts bring to individual lives, Artspace has championed the once-radical idea that artists living on the edge of poverty and chronically underfunded arts organizations can leverage fundamental social change. With headquarters in Minneapolis and offices in Los Angeles, New Orleans, New York, Seattle and Washington D.C., Artspace is America's leading developer of arts facilities and has served as a consultant to hundreds of communities and arts organizations nationwide. [artspace.org](https://www.artspace.org)

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ARTIST PREFERENCE FREQUENTLY ASKED QUESTIONS

Q: Do you have to be an artist to live in an Artspace live/work project?

A: Anyone who qualifies for affordable housing may apply for residency in an Artspace project, but we give a preference for occupancy to those applicants who participate in and are committed to the arts. Applicants need not derive their income from their art. It is customary for artists to work in another field to support themselves, their dependents, and their art form.

Q: How does the Artist Selection Committee (ASC) work?

A: The ASC will interview a self-identified artist application and will ask 10 standard questions about your commitment to the arts, to the community and your interest in living at an Artspace building. Prospective residents are given an opportunity to answer questions, show their portfolio/examples of their work and ask any questions they may have at that time. In the Artist Selection Committee interview, you must be prepared to demonstrate that you are actively engaged in an art form, are willing and able to contribute to a cooperative/creative environment and show a commitment to engage in the greater community.

Q: Does the ASC judge my work?

A: No. The ASC interviews applicants and reviews their Artistic Questionnaires to determine their level of participation in, and commitment to, the arts; they do not judge the content or quality of an applicant's artistic work.

Q: How does Artspace determine who is an artist?

A: We define the term "artist" broadly to encompass a wide variety of creative pursuits, including traditional art forms like painting, music and dance, and those as diverse as clothing design, weaving and even canoe making. An Artist Selection Committee consisting of arts leaders in the host community interviews all applicants. The committee looks for evidence that applicants are seriously committed to their art and that they will be mindful and positive contributors to the building and community. The application and qualification process does not include judgment of quality of work. An Artist shall be defined as:

- > A person who works in or is skilled in any of the fine arts, including but not limited to painting, drawing, sculpture, book art, and print-making.
- > A person who creates imaginative works of aesthetic value, including but not limited to film, video, digital media works, literature, costume design, photography, architecture, and music composition.
- > A person who creates functional art, including but not limited to jewelry, rugs, decorative screens and grates, furniture, pottery, toys and quilts.
- > A performer, including but not limited to singers, musicians, dancers, actors and performance artists.

Q: Are all art forms allowed in Artspace residences?

A: Artistic processes that are extremely noisy, require industrial zoning or involve hazardous materials will not be permitted to be conducted in an Artspace building. For example, welding, woodworking using power tools, amplified band practice or glass blowing would not be allowed.

America's Leader in Artist-Led Community Transformation

For more than 30 years, Artspace has brought its hard-earned expertise to more than 200 cultural facility planning efforts from coast to coast. Of these projects, more than 35 have been developed and are owned and operated by Artspace itself, representing a unique, \$500 million investment in America's arts infrastructure. With headquarters in Minneapolis and offices in New York, Seattle, New Orleans, Los Angeles and Washington D.C., Artspace is America's leading developer of arts facilities. To date we have completed more than a thousand affordable live/work units for artists and their families as well as more than a million square feet of non-residential space for artists and arts organizations. Additional information is available at www.artspace.org.

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Artist Selection Process

Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds. We encourage all people in the creative arts to apply regardless of race, color, creed, religion, national origin, ethnicity, gender identity, marital status, familial status, sexual orientation, occupation or status with regard to public assistance, or physical, mental, or emotional disability. We are especially interested in individuals who are committed to building community and will give some of their time and energy toward this goal.

Artist Selection Committee

Anyone who qualifies for affordable housing may apply for residency in an Artspace project, but we give a preference for occupancy to those applicants who participate in and are committed to the arts. Applicants need not derive their income from their art. It is customary for artists to work in another field to support themselves, their dependents, and their art form. The Artist Selection Committee (ASC) screens applicants to determine their participation in, and commitment to, the arts; they do not judge the content of an applicant's artistic work.

What does the ASC do?

The ASC meets with pre-qualified prospective residents and their families, to determine their level of commitment to the arts, community and their art form. The selection committee does not judge the artist's work. An interview is conducted, scored by interviewers and average scores are ranked for selection.

Who makes up the ASC?

Initially the committee members will come from a pool of artists, representing a range of disciplines, who are members of the arts community in which the project is located. Subsequent vacancies in the pool will be filled with the Artist Selection Committee made up of residents in good standing, other members from the broader arts community, and an owner representative.

What determines an artist?

An artist, for the purpose of this committee, is a person who has a commitment to and/or participation in the arts and not simply as a hobby. This does not mean that the art the artist creates generates any or all of the artist's source of income. Artist shall be defined as:

- > A person who works in or is skilled in any of the fine arts, including but not limited to painting, drawing, sculpture, book art, mixed-media and print-making.
- > A person who creates imaginative works of aesthetic value, including but not limited to film, video, digital media works, literature, costume design, photography, architecture and music composition.
- > A person who creates functional art, including but not limited to jewelry, rugs, decorative screens and grates, furniture, pottery, toys and quilts.
- > A performer, including but not limited to singers, musicians, dancers, actors and performance artists.
- > In all culturally significant practices, including a designer, technician, tattoo artist, hairdresser, chef/culinary artist, craftsperson, teacher or administrator who is dedicated to using their expertise within the community to support, promote, present, and/or teach and propagate their art form through events, activities, performances and classes.

PLEASE NOTE:

Artistic processes that are extremely noisy, require incompatible zoning or involve hazardous materials are typically not permitted. All uses must comply with applicable code.

Does the ASC judge the artists' work?

No. The ASC interviews applicants and reviews their Artistic Questionnaires to determine their level of participation in, and commitment to, the arts; they do not judge the content or quality of an applicant's artistic work.

How are the meetings conducted?

The owner representative or designated moderator coordinates the interview, runs the meeting and acts as the liaison to the property manager. Prior to the meeting, committee members are provided an artist questionnaire and or personal statement, if completed by the applicant. Committee members are also provided a scoring sheet with specific questions that prospective residents are to be asked. Prospective residents are given an opportunity to answer the questions, share their artwork and ask any questions that they may have.

INTERVIEW GUIDELINES

- > Each interview committee is comprised of 3-5 persons
- > Each interview committee may include an owner representative
- > Residents serving on the selection committee must be in good standing (no violations of lease or operating policies) management will confirm good standing
- > Selection committee interviews are run by the owner representative or by the person designated by the owner representative
- > If any member of the committee does not adhere to the process or guidelines of the Artist Selection Committee, that member will be removed from the committee pool
- > All interviews are confidential
- > Representatives of the Owner/Property Manager may participate from time to time to ensure objective evaluation of all processes vis a vis fair housing and other public program guidelines.

SCORING

- > Each question must be scored; all sheets are collected and aggregated.
- > Applicants are assigned to the artist preference list if their average score is 3 or greater. Those scoring less than 3 are placed on the non-artist list. All lists are kept in order of lottery priority.
- > Each adult applicant is scored separately, but the household is given preference (or not) in whole. Only one member of a household needs to demonstrate a commitment as a practicing artist, in order to qualify for the artist preference.



Fair Housing

Our selection process does not violate fair housing rules and we are very mindful of this issue. Members of the ASC undergo customized training prior to participating. In general, members of the selection committee are required to limit questions to those listed on the scoring sheet. Clarification questions can be asked to help a member of the committee to better understand an answer that has been given. The scoring sheet questions have been specifically chosen because they prompt answers that help committee members ascertain the artists and their family's commitment to their art form and their commitment to the community, without violating provisions of the fair housing act.

Prospective residents may have questions for committee members. Please be advised that questions pertaining to any of the protected classes of fair housing may not be addressed. Feel free to refer interviewees to the property manager for further questions that they may have about the project or their application status.

Although this process may seem formal, it is extremely important. We want to be sure that every applicant that comes before the artist selection committee be treated consistently and fairly.



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OLA KA ILIMA ARTSPACE LOFTS CHECKLIST

TO HELP US PROCESS YOUR APPLICATION PLEASE BRING COPIES OF THE FOLLOWING DOCUMENTS THAT APPLY TO YOUR HOUSEHOLD'S INCOME AND ASSETS TO THE ELIGIBILITY INTERVIEW:

- Most recent Paycheck stubs for six consecutive pay periods
- Employer's name, address, email, fax and phone number for all employed household members.
- Most recent statements of Social Security, SSI, Disability payments, pension
- Most recent Statements of Public Assistance, AFDC, TANF, GA, SNAP. Name, address and phone number of your worker.
- Statements of Unemployment benefits
- Most recent copy of Tax returns (W2, 1099, CPA Statement, G37, etc). For self-employed, last 3 years of Tax Returns.
- Court document of alimony and/or child support
- Real Estate Documents including Mortgage Notes, Sales Contracts, etc.
- Life Insurance Policies
- Checking account statements consecutive for last six months (all pages)
- Current Saving account statement (all pages)
- Current Statements (all pages) from all assets held including, but not limited to:
 - Money Market Accounts, Certificates of Deposits
 - Stocks and Bonds Certificates
 - 401k, 403b, IRA's, annuity
- Statements for all other types of income or assets that your household possesses.
- Verification of full-time student education if over 18 years of age, (class schedule)
- Landlord's Phone, fax, and address for the past 2 years
- Social Security cards for all household members
- Valid Photo ID for all adult household members aged 18 and above
- Birth certificates for all household members



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Expanding the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities since 1968.

This document is part of the application and must be submitted with the application.

SUPPLEMENT TO APPLICATION ARTIST PREFERENCE DISCLOSURE: CERTIFICATION FOR OLA KA 'ILIMA ARTSPACE LOFTS

Anyone who qualifies for affordable housing may apply for residency in Ola Ka 'Ilima Artspace Lofts. Ola Ka 'Ilima Artspace Lofts gives a preference for occupancy to those applicants and or their household member(s) who participate in and are committed to the arts, identifying as artist, artisan, or cultural bearer. Final selection of eligible applicants will be done by the Artist Selection Committee (ASC) through an interview process with the applicant. See Artspace Artist Selection Process & Frequently Asked Questions for more details.

Applicants with a preference will be moved to the top of the waiting list above persons without a preference. The preference so described will at all times be consistent with the requirements of Internal Revenue Service (IRS) 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.

<input type="checkbox"/>	Yes. I, or a member of my household, meet the artist preference described above, and we would like to apply for the Artist Preference.
<input type="checkbox"/>	No. Neither I, nor a member of my household, meet the artist preference described above; we will not be applying for the Artist Preference.

UNDER PENALTIES OF PERJURY, I CERTIFY THAT THE INFORMATION PRESENTED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. THE UNDERSIGNED FURTHER UNDERSTANDS THAT PROVIDING FALSE REPRESENTATIONS HEREIN CONSTITUTES AN ACT OF FRAUD. FALSE, MISLEADING OR INCOMPLETE INFORMATION WILL RESULT IN THE DENIAL OF APPLICATION OR TERMINATION OF THE LEASE AGREEMENT.

_____ Printed Name	_____ Applicant Signature	_____ Date
_____ Printed Name	_____ Applicant Signature	_____ Date
_____ Printed Name	_____ Applicant Signature	_____ Date
_____ Printed Name	_____ Applicant Signature	_____ Date



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(AL Supplement to Application for Housing – Ola Ka 'Ilima Prefs 12.11.18)*





Ola Ka 'Ilima Artspace Lofts

1025 Waimanu Street
 Honolulu, HI 96814
 Phone/Fax: (808) 439-6286
 TDD (877) 447-5991
 Web: www.eahhousing.org

For Office Use Only
Date/Time Received: _____
Received By: _____

Please print
clearly

RENTAL APPLICATION FOR HOUSING

For Low-Income Housing Tax Credit Properties

Applications are placed in order of date and time received.
 Incomplete applications may not be considered.

An applicant must be interviewed only after the receipt of this tenant application.

Please complete this application and return to:

Ola Ka 'Ilima Artspace Lofts
 c/o 1103 Liliha Street, #102
 Honolulu, HI 96817

Number of bedrooms requested: Please indicate 1, 2 or 3	1st Request:	2nd Request:
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A. GENERAL INFORMATION

Applicant Name(s): _____

Current Address: _____
 Street Apt.# City State ZIP

Mailing Address: _____

Daytime Phone: _____ Evening Phone: _____

Do you RENT or OWN (check one) Amount of current monthly rental or mortgage payment: \$_____

If owned, do you receive monthly rental income from property? Yes No (check one)

B. HOUSEHOLD COMPOSITION - List ALL persons who will live in the apartment.

	Name List the head of household first (Last, First, MI) & Email address	Relationship to head	Birth Date	Age (optional)	SS#	Student Y/N
Head	_____ Email: _____					<input type="checkbox"/> Yes <input type="checkbox"/> No
Co-Tenant	_____ Email: _____					<input type="checkbox"/> Yes <input type="checkbox"/> No
3.						<input type="checkbox"/> Yes <input type="checkbox"/> No
4.						<input type="checkbox"/> Yes <input type="checkbox"/> No
5.						<input type="checkbox"/> Yes <input type="checkbox"/> No
6.						<input type="checkbox"/> Yes <input type="checkbox"/> No
7.						<input type="checkbox"/> Yes <input type="checkbox"/> No
8.						<input type="checkbox"/> Yes <input type="checkbox"/> No

Application

Have there been any changes in household composition in the last 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain:		
Do you anticipate any changes in household composition in the next twelve months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain:		
Is there someone not listed above who would normally be living with the household?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain:		
Will ALL of the persons in the household be or have been <i>full-time students during five calendar months of this year or plan to be in the next calendar year</i> at an educational institution (other than a correspondence school) with regular faculty and students? <input type="checkbox"/> Yes <input type="checkbox"/> No		

IF YES, ANSWER THE FOLLOWING QUESTIONS:

Are any full-time student(s) married and filing a joint tax return?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any full-time student(s) a TANF or a title IV recipient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any full-time student(s) a single parent living with his/her child(ren) who is not a Dependant on another's tax return and whose children are not dependents of anyone other than a parent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is any student a person who was previously under the care and placement of a foster care program (under Part B or E of Title V of the Social Security Act)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

C. INCOME

List ALL sources of income as requested below. If a section doesn't apply, cross out or write NA.

Household Member Name (List the name of the recipient)	Source of Income	Current Gross Monthly Amount
	Social Security	\$
	Social Security	\$
	SSI Benefits	\$
	SSI Benefits	\$
	Pension (list source)	\$
	Address:	
	City, State, Zip:	
	Pension (list source)	\$
	Address:	
	City, State, Zip:	
	Pension (list source)	\$
	Address:	
	City, State, Zip:	
	Veteran's Benefits (list claim #)	\$
	Unemployment Compensation	\$
	Unemployment Compensation	\$
	Title IV/TANF (Welfare)	\$
	Contributions to the Household (monetary or not)	\$

Application

Household Member Name (List the name of the recipient)	Source of Income	Gross Monthly Amount
	Full-Time Student Income (18 & Over Only)	\$
	Full-Time Student Income (18 & Over Only)	\$
	Financial Aid (grants & scholarships exceeding of the amount of tuition may have to be included in total income)	\$
	Interest Income (source)	\$
	Interest Income (source)	\$
	Long Term Medical Care Insurance Payments in excess of \$180/day	\$
	Scheduled payments from Investments	\$

	Employment amount	\$
	Employer:	
	Position Held	
	How long employed:	
	Employment amount	\$
	Employer:	
	Position Held	
	How long employed:	
	Employment amount	\$
	Employer:	
	Position Held	
	How long employed:	
	Employment amount	\$
	Employer:	
	Position Held	
	How long employed:	
	Alimony	
	Are you entitled to receive alimony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list the amount you are entitled to receive.	\$
	Do you receive alimony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes list amount you receive.	\$
	Child Support	
	Are you entitled to receive child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes list the amount you are entitled to receive.	\$
	Do you receive child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list the amount you receive.	\$
	Other Income	\$
	Other Income	\$
	Other Income	\$
	TOTAL GROSS MONTHLY INCOME (Add the monthly amounts listed above)	\$
	TOTAL GROSS ANNUAL INCOME (Gross monthly amounts listed above x 12)	\$
	Do you anticipate any changes in this income in the next 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, explain:	
	TOTAL GROSS ANNUAL INCOME FROM PREVIOUS YEAR	\$

Is any member of the household legally entitled to receive income assistance? <input type="checkbox"/>Yes <input type="checkbox"/>No				
Is any member of the household likely to receive income or assistance (monetary or not) from someone who is not a member of the Household (as listed on page 2, etc.)? <input type="checkbox"/>Yes <input type="checkbox"/>No				
If yes to any of the above, explain:				
Is the income received? <input type="checkbox"/>Yes <input type="checkbox"/>No				
D. ASSETS				
If your assets are too numerous to list here, please request an additional form. If a section doesn't apply, cross out or write NA.				
Checking Accounts If none, check here <input type="checkbox"/>	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
Savings Accounts If none, check here <input type="checkbox"/>	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
Trust Account If none, check here <input type="checkbox"/>	#	Bank	Balance \$	
Certificates of Deposit If none, check here <input type="checkbox"/>	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
Credit Union If none, check here <input type="checkbox"/>	#	Bank	Balance \$	
	#	Bank	Balance \$	
Savings Bonds If none, check here <input type="checkbox"/>	#	Maturity Date	Value \$	
	#	Maturity Date	Value \$	
	#	Maturity Date	Value \$	
Life Insurance Policy If none, check here <input type="checkbox"/>	#		Cash Value \$	
Life Insurance Policy If none, check here <input type="checkbox"/>	#		Cash Value \$	
Mutual Funds If none, check here <input type="checkbox"/>	Name:	#Shares:	Interest or Dividend \$	Value \$
	Name:	#Shares:	Interest or Dividend \$	Value \$
	Name:	#Shares:	Interest or Dividend \$	Value \$
Stocks If none, check here <input type="checkbox"/>	Name:	#Shares:	Dividend Paid \$	Value \$
	Name:	#Shares:	Dividend Paid \$	Value \$
	Name:	#Shares:	Dividend Paid \$	Value \$
Bonds If none, check here <input type="checkbox"/>	Name:	#Shares:	Interest or Dividend \$	Value \$
	Name:	#Shares:	Interest or Dividend \$	Value \$
Investment Property				Appraised Value \$

Real Estate Property: Do you own any real property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Type of property	
Location of property	
Appraised Market Value	\$
Mortgage or outstanding loans balance due	\$
Amount of annual insurance premium	\$
Amount of most recent tax bill	\$

Does any member of the household have an asset(s) owned jointly with a person who is NOT a member of the household?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe:	
Do they have access to the asset(s)?	

Have you sold/disposed of any property in the last 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, List type of property	
Market value when sold/disposed	\$
Amount sold/disposed for	\$
Date of transaction (month, day, and year)	
Have you disposed of any other assets in the last 2 years (Example: Given away money to relatives, set up Irrevocable Trust Accounts)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe the asset	
Date of disposition	
Amount disposed	\$
Do you have any other assets not listed above (excluding personal property)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list:	

E. ADDITIONAL INFORMATION	
Are you or any member of your family currently using an illegal substance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or any member of your family ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe	
Have you or any member of your family ever been evicted from any housing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe	
Have you ever filed for bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe	
Will you take an apartment when one is available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Briefly describe your reasons for applying:	

F. REFERENCE INFORMATION

Current Landlord	Name:		
	Address:		
	Home Phone:		
	Bus. Phone:		
	Rent amount:		
	How Long?	From:	To:
Prior Landlord	Name:		
	Address:		
	Home Phone:		
	Bus. Phone:		
	Rent amount:		
	How Long?	From:	To:
Personal Reference #1:			
Address:			
Relationship:		Phone #:	
Personal Reference #2:			
Address:			
Relationship:		Phone #:	
EMERGENCY CONTACT PERSON:			
In case of emergency notify:			
Address:			
Relationship:		Phone #:	

G. HOUSING REQUIREMENTS

Do you have a statement, from your physician, which requires you to have a handicap-accessible unit? <input type="checkbox"/> Yes <input type="checkbox"/> No.
If there are no handicap units available, are you still interested in renting another apartment that is <i>not</i> handicap-accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No

H. VEHICLE AND PET INFORMATION (if applicable)

List any cars, trucks, or other vehicles owned by you. Onsite parking is not guaranteed and may be assigned upon lease commencement.

Type of Vehicle (1):	License Plate #:
Year/Make:	Color:
Type of Vehicle(2):	License Plate #:
Year/Make:	Color:
Do you own any pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe:	

I. PREFERENCE

A rental preference will be extended to income-eligible applicants who are involved in or committed to the arts. If you consider yourself (or someone in your household) such an applicant, would you like to be considered for this preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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ACKNOWLEDGMENT, AUTHORIZATION, AND AGREEMENT

I/we authorize EAH Inc. (the Managing Agent) and/or the property owner to verify my past and present employment earnings records, bank accounts, stock holdings, and any other assets needed to process my rental application. I further authorize EAH Inc. and/or the property owner to order a consumer credit report and verify other credit information. I/we hereby give my/our permission for you to verify the information provided above, including but not limited to criminal background screening.

CERTIFICATION: I/we certify that the information in this application is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application may result in civil liability and/or criminal penalties, but not limited to, fine or imprisonment or both. I/we acknowledge that my/our income will be verified every year for re-certification purposes. Misleading, willful, false statements, misrepresentations or incomplete information in this application will be grounds for rejection of this application.

I/We hereby certify that I/We Do/Will Not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand I/We must pay a security deposit for this apartment prior to occupancy. Applicants are not allowed to reapply with a change in household constituency until one year after the original application date. I/We understand that my eligibility for housing will be based on applicable income limits and by management’s selection criteria. I/We certify that all information in this application is true to the best of my/our knowledge and I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older, must sign application.

SIGNATURE (S):

_____	_____
(Signature of Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date

THE FILING OF THIS APPLICATION IN NO WAY GUARANTEES YOU AN APARTMENT. PLEASE DO NOT MAIL MORE THAN ONE APPLICATION PER HOUSEHOLD. IF MORE THAN ONE APPLICATION IS RECEIVED, APPLICATIONS WILL BE PLACED AT THE END OF THE APPLICANT LIST.



Send application to the following address:

Ola Ka ‘Ilima Artspace Lofts
c/o 1103 Liliha Street, #102
Honolulu, HI 96817
Phone/Fax: (808) 439-6286





OLA KA 'ILIMA ARTSPACE LOFTS

1025 WAIMANU STREET, HONOLULU, HI 96814
TELEPHONE (808) 439-6286 FAX (808) 439-6286 TDD (877) 447-5991
AL-MANAGEMENT@EAHHOUSING.ORG

Expanding the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities since 1968.

This document is part of the application and must be submitted with the application.

CRIMINAL BACKGROUND & CONSUMER CREDIT REPORT AUTHORIZATION

I,/We the undersigned, hereby authorize Ola Ka 'Ilima Artspace Lofts to verify my references and background, to include a consumer credit report from the main credit reporting agencies (Experian, Equifax, or Trans Union) and criminal background check (Hawaii Criminal Justice Data Center) on all persons over the age of eighteen intending to reside at the property. This information will be used to determine eligibility, and assess credit worthiness. I also authorize Ola Ka 'Ilima Artspace Lofts to verify other pertinent data including prior addresses, aliases, and landlord verifications.

Ola Ka 'Ilima Artspace Lofts intends to contact the credit reporting agency indicated below. The Fair Credit Reporting Act grants all consumers the right to request a free copy of the credit report within 60 days. If such a request is made, the consumer credit reporting agency must provide requested information within 30 days. To obtain a copy of reports issued contact:

On-Site Manager Inc.
P.O. Box 1514
Los Altos, CA 94023-1514
Ph: (866) 266-7483 Fax: (877) 329-6674

The consumer reporting agency provides data, but does not make decisions to accept or deny applications. It is based upon many factors including the data received in credit reports, that management makes decision on occupancy. The consumer has the right to dispute the accuracy or completeness of information contained in the credit report. All inquiries or disputes should be communicated directly to the consumer credit reporting agency.

_____	_____	_____
Printed Name	Applicant Signature	Date
_____	_____	_____
Printed Name	Applicant Signature	Date
_____	_____	_____
Printed Name	Applicant Signature	Date
_____	_____	_____
Printed Name	Applicant Signature	Date



EAH Housing is an "Equal Opportunity" housing provider and does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. HI Lic. RB-16985 | CA Lic. 00853495 | www.eahhousing.org
(AL Bkgd Auth 11.06.18)

