



## **Kauhale O Kapa‘a Qualifying Criteria**

*PAL Hawai‘i provides housing to qualified residents without regards to race, color, religion, ancestry/national origin, sex, familial status, physical or mental disability, age, HIV infection, sexual orientation, or gender identity.*

### **Rent**

2023 Rental Rate \$1,789.00 includes electric, water, sewer, trash.  
Residents are responsible for internet, cable, telephone, etc.

### **Occupancy Policy**

Studio = Two (2) persons maximum occupancy

### **Application Process and General Requirements**

- A government issued Photo Identification must be verified by the property and assets department.
- Monthly gross income must equal 2.5 times the monthly rent. Income will be combined if more than one applicant is applying.
- Any person residing in the apartment that is 18 years of age or older must apply.
- Each person applying must pay the non-refundable application fee.
- A complete rental application must be filled out and signed prior to moving in.
- Further documents may be required based on screening results.

### **Screening Requirements**

By submitting your application, you agree that the property and assets department may review your credit report and credit score, review public records for past evictions, verify your current employment/income, verify your landlord reference(s), run and review a criminal background check, review local, civil, and criminal public records, and compare applicant names in the sex offender databases.

*Verifiable income includes:*

- 30 days of current pay stubs showing year to date wages.
- If employed less than 30 days, a signed offer letter on business letter head, with hire date, position, and salary.
- If self-employed, most recently signed tax return.
- A written letter from a certified accountant on business letterhead with an annual income.
- Disability from a government issued agency.
- Proof of financial assistance.
- Government issued proof of income for the military such as an LES.
- Retirement pension account.
- Social security verification.
- Stock, money market, or trust accounts verifying liquefiable income. Applicant must appear as the account holder.
- Court ordered child support or alimony allocation.
- VA benefits from a government issued agency.

- Bank statements showing an available balance equal to the required monthly income requirements over the length of the lease term.

### **Credit Requirements**

- A credit report is required for all applicants. The report is reviewed by weighing current accounts, delinquent accounts, collection accounts, bankruptcies, liens, judgments, public records, and all other outstanding balances.
- Cosigners/Guarantors will be required to make 4 times the monthly rent with a minimum credit score of 670.
- A credit score of 600 will be required; for credit scores under 600 a cosigner may be an option.
- Any bankruptcy must be closed and discharged for at least six months, and proof of discharge is required.
- Medical collections are excluded.

### **Criminal Requirements**

All residents must complete a criminal background check. All applicants registered on the sex offender registry will be denied. Along with our income and credit requirements, we do not automatically exclude rental applicants based on criminal history. Any criminal history will be evaluated in consideration of when the crime occurred, what the underlying conduct entailed and/or what the rental applicant has done since the conviction.

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