**East Kapolei II, LDA Parcel 2 RFP Application Checklist**

(To be completed and signed by Applicant and returned with Application by submittal deadlines)

 **Done/Enclosed**

**Application Fee of $250.00 by cashier’s or certified check** made payable to the

 “Hawaii Housing Finance and Development Corporation” [ ]

Correct number of copies (1 original, 4 copies, and 1 CD) [ ]

**Complete Application**

1. Application Checklist (completed and signed) [ ]
2. Summary Sheet [ ]
3. General Information Section [ ]
4. Questions [ ]
5. Certifications and Assurances [ ]
6. Index of Application Exhibits [ ]
7. Project Cost Breakdown Worksheet (Exhibit A) [ ]
8. Pro Forma Operating Budget (Exhibit B) [ ]
9. All Exhibits attached [ ]

 **HHFDC’s receipt of this Application, consisting of the documents above-referenced,**

 **does not constitute acceptance of this Application.**

 **Applications must be submitted by the dates and times shown**

 **in the RFP.**

 **Applications must be complete in accordance with this checklist.**

 **Incomplete Applications, late Applications and Applications that fail to meet individual**

**program criteria, shall be returned to the Applicant without further action.**

|  |  |
| --- | --- |
|   |  |
| Applicant: |  |
| Applicant Representative: |  |
|  | (Signature, Date) |