**INTAKE FORM FOR HHFDC INFORMATION** for Properties subject to <u>Buyback &/or SAE</u> programs Complete all information as applicable, sign then send to HHFDC. Email is preferred.

SEND TO: HHFDC – ATTN: RESS*	Project Name:	FOR HHFDC USE ONLY
By Mail: 677 QUEEN STREET #300 HONOLULU HI 96813 By Fax#: (808) 587-0600; or Email: <u>HHFDC.RES.INFO@HAWAII.GOV</u>	Project Name:	
	Unit or Lot No.: Property Address:	Date Assigned:
From: Owner Name (List All Owners of rec		By: Type Activity: & Program: Staff Start Date:
Best Tel No.:	Best Email:	
**Owner's Agent or Representative, if any:_		
Agent Company Name & Address		
Best Tel#:	Email:	
READ CAREFULLY. The Owner or Own checked below for the property listed above	-	rmation for the following activity
<b>Consent to Mortgage.</b> Lender to attach signed authorization. *Includes refinance		<b>cument, as amended</b> cents per page, pavable in advance.

line of credit (HELOC), and loan modification.

\*includes transfer to/from owner's trust, change to

**Owner intent to sell.** (Agent must attach seller's

SAE (Shared Appreciation Equity) Payoff.

Transfer of title/ownership

signed listing agreement.)

title (add or remove), or re-sale.

**Other:** Explain or describe below.

\*Available for 25 cents per page, payable in advance. HHFDC will provide the following upon receipt of payment.

- Original Deed, typically 40-pgs.
- Memorandum of Use, Sales & Transfer, 3-pgs.
- Memorandum of SAE, 3-pgs.
- Current Deed, if applicable, est. 35 pgs.
- Upon receipt of your request, staff will determine the number of pages & send a bill for collection for payment by check. Electronic payment not available or allowed.

Capital Improvements.

\* Such as alteration, addition or replacement.

I/WE, the undersigned, UNDERSTAND AND AGREE that the requested information will be provided by MAIL, FAX AND/OR EMAIL <u>after</u> review of the property file. Allow a minimum of 10-business days for an initial response. The undersigned is the owner, or owner's agent authorized to submit this request on behalf of owner. Requested information will be sent to the Owner/Owner's Agent named above, if deemed to be acceptable for processing by the HHFDC. IMPORTANT: If this form is not signed by the owner(s), attach owner's signed authorization form/letter.

PRINT - OWNER NAME	SIGNATURE	DATE
PRINT – OWNER NAME	SIGNATURE	DATE
PRINT – AGENT NAME, if applicable	AGENT SIGNATURE, as applicable	DATE

\* HHFDC is the Hawaii Housing Finance & Development Corporation and successor to the Housing and Community Development Corporation of Hawaii (HCDCH) and the Housing Finance and Development Corporation (HFDC) and formerly a part of the Hawaii Housing Authority. RESS is the HHFDC's Real Estate Services Section responsible for managing the buyback, SAE, and deferred sales price programs.