Today’s Date

Mr. Deepak Neupane

Executive Director

547 Queen Street

Honolulu, Hawaii 96813

Dear Mr. Neupane,

Re: Request Release of Unilateral Declaration of Restrictive Covenants for Project Name, Address, Unit Number

I/We, Owner Name(s), am/are the owner(s) of Project Name, Unit Number, a Reserved Housing Unit with Reserved Housing Restrictions.

The Regulated Term for my/our Reserved Housing Unit expired on Date, and I/we would like to sell the unit after paying the applicable shared equity due to the HCDA. I/we understand that the process for obtaining a release may take four to six weeks to complete.

Sincerely,

***Signature***

Owner Name

Contact Information

ATTACHMENTS: (ALL MUST BE INCLUDED WITH REQUEST LETTER TO START PROCESS)

Purchase Contract/ Counteroffer

Preliminary Title Report

Estimated Closing Disclosure (must show the shared equity due to the HCDA)

Estimated Seller’s Statement (must show the shared equity due to the HCDA)

Unit Deed

Unilateral Declaration

DRAFT Release of Unilateral Declaration of Restrictive Covenants (see website for template)