Today’s Date

Mr. Deepak Neupane

Executive Director

547 Queen Street

Honolulu, Hawaii 96813

Dear Mr. Neupane,

Re: Request to Pre-Pay Shared Equity and Obtain 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 Reserved Housing Unit expired on Date (Note: regulated term must have already expired in order to use this template).

Pursuant to Hawaii Administrative Rules (HAR) §15-218-41, I would like to pre-pay the authority’s share of equity in my Reserved Housing Unit and be released from the Hawaii Community Development Authority’s Reserved Housing Program.

I/we understand that the process for obtaining a Release of Unilateral Declaration of Restrictive Covenants may take four to six weeks to complete, and full payment of the shared equity amount must be made at the time of release by cashier’s check payable to the Hawaii Community Development Authority.

Sincerely,

***Signature***

Owner Name

Contact Information

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

Release of Unilateral Declaration Request Fillable Form

Preliminary Title Report

Unit Deed

Unilateral Declaration