**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) |