

HHFDC AFFORDABLE RESALE PROGRAM

SUMMARY OF PROCEDURES

1. APPLICANT INTAKE Form. Review, complete, sign and email to HHFDC.RESS@hawaii.gov
 - ❖ HHFDC will review and issue a unique access code required to upload your application.
2. INFORMATION Packet. Review to understand the requirements to qualify to purchase a unit under the HHFDC Affordable Resale Program.
 - ❖ If there are any questions or you need clarification, you may email HHFDC.RESS@hawaii.gov for assistance. Allow 48-72 hours for staff response.
3. APPLICATION Packet. Review, complete, sign and upload to HHFDC's assigned application folder using the unique access code emailed to you by the HHFDC.
 - ❖ You will need your access code to upload your application. If you experience problems with access or lose the access code, email HHFDC.RESS@hawaii.gov for assistance. Allow 48-72 hours for staff response.
4. HHFDC will notify you of the status of your eligibility after the application deadline has passed. Keep your contact information current by emailing HHFDC.RESS@hawaii.gov if there are any changes.

Assistance with this process is available BY APPOINTMENT only.

Please be patient as the HHFDC's Real Estate Services section is conducting routine operations concurrently with administering the Program application period. *HHFDC's office remains temporarily closed to the public due to COVID-19.*

Virtual informational sessions are also available via Microsoft Teams. See flyer for date and times.

Thank you for your interest in HHFDC's Affordable Resale Program. We look forward to working with you in your process to become a home owner and thank you in advance for your cooperation and assistance. Best wishes!