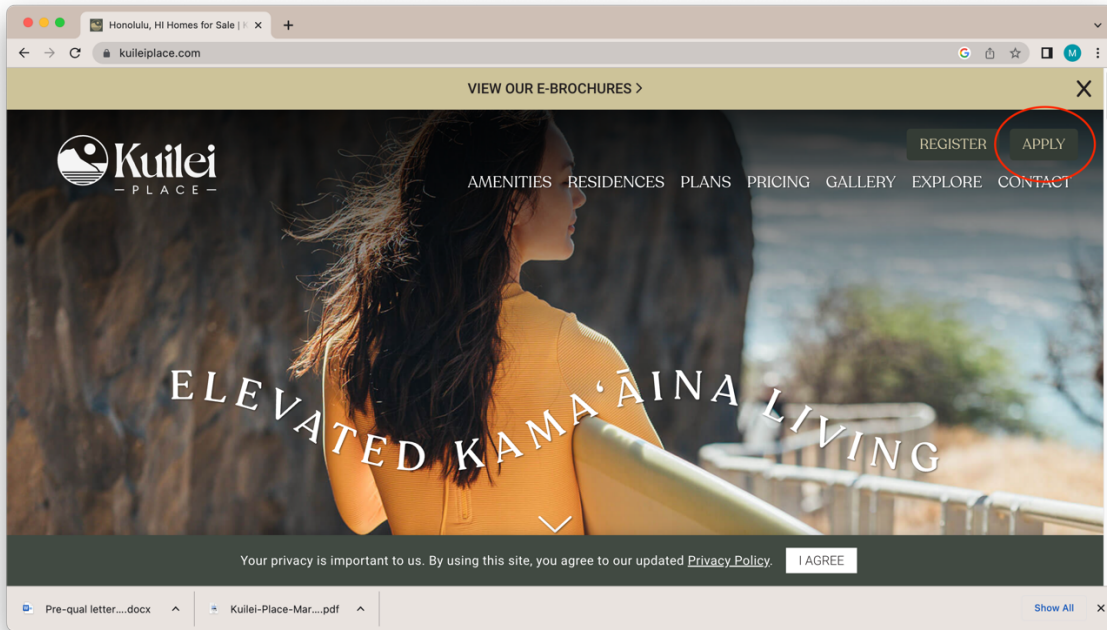




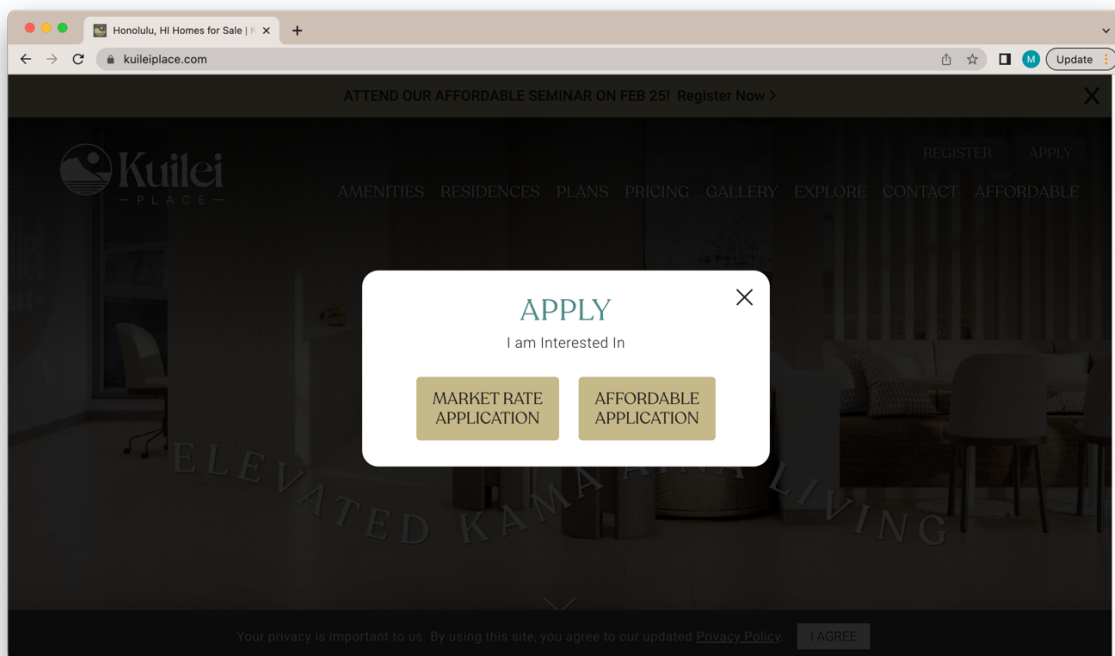
Kuilei Place Market & Affordable Application Instructions

Step 1 – Start at KuileiPlace.com

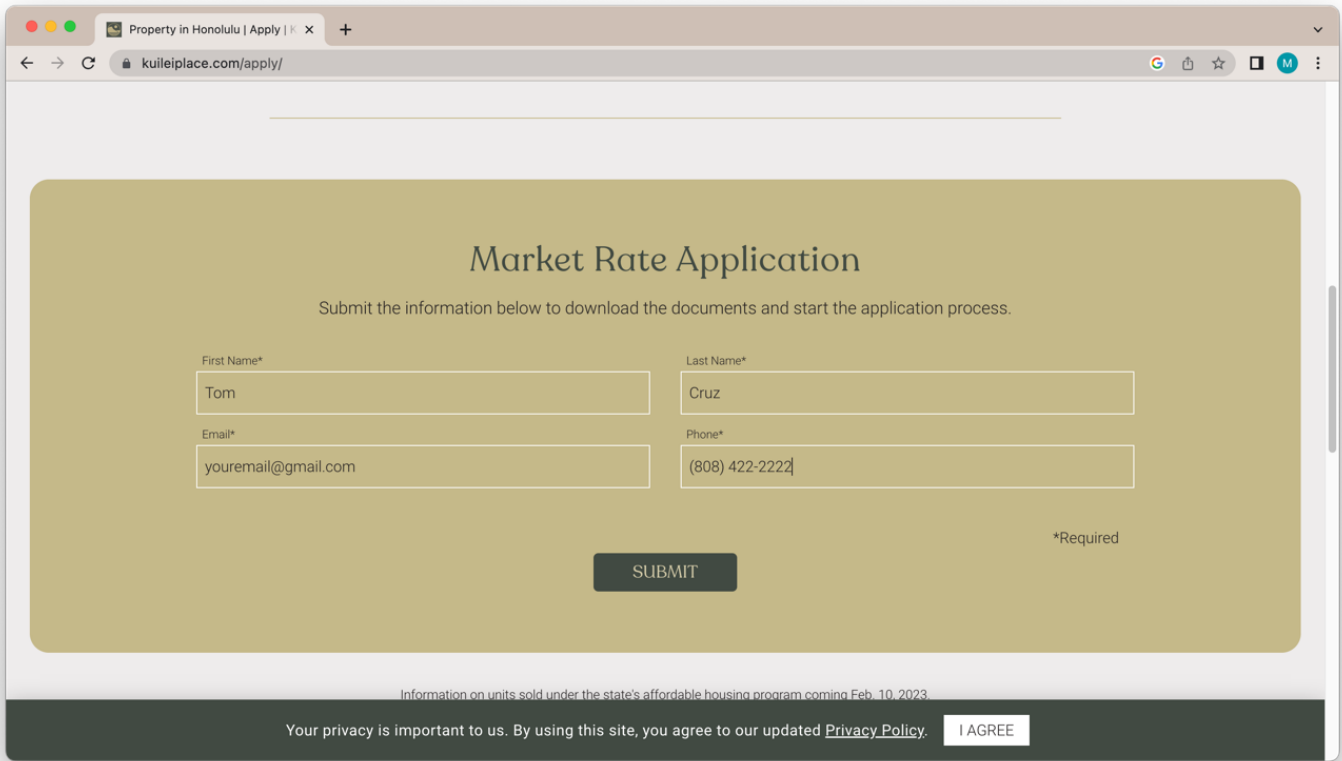
- a. In the top right corner of the webpage, click “Apply”.



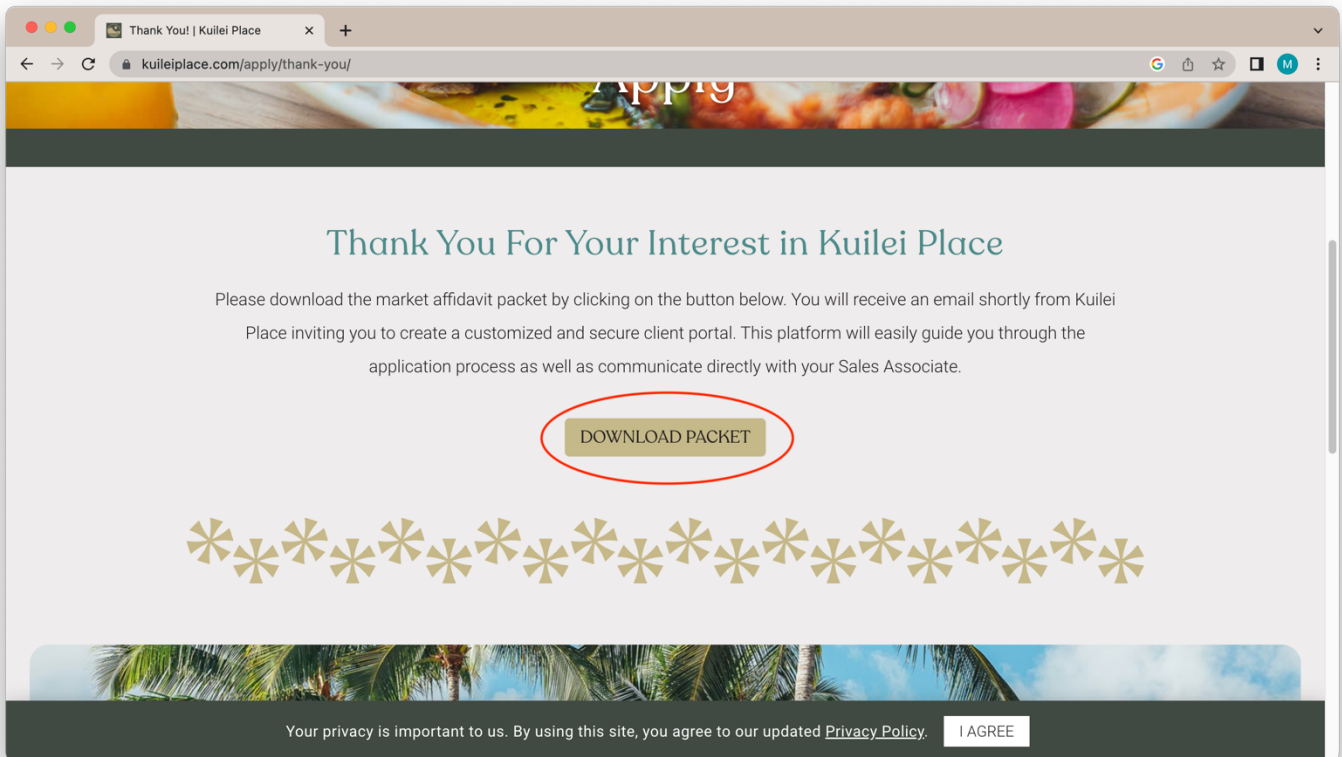
- b. Select between a Market or Affordable application.



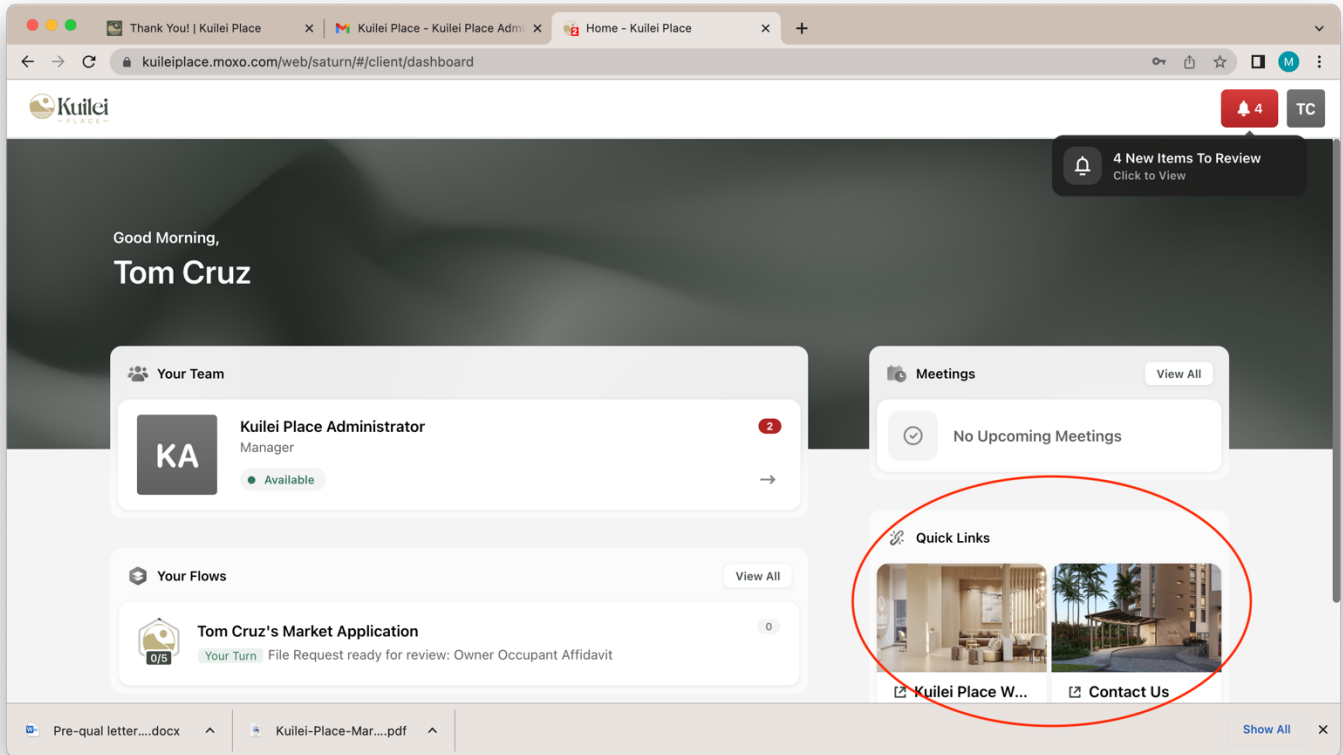
- c. Scroll down to the “Market Rate/Affordable Unit Application” section.
- d. Fill out your legal first and last name, email, and phone number. Click “Submit”(Market) or “Register for Application”(Affordable).



- e. On the next screen, scroll down to this section. Download the packet by pressing “Download Packet” and save it to your device.

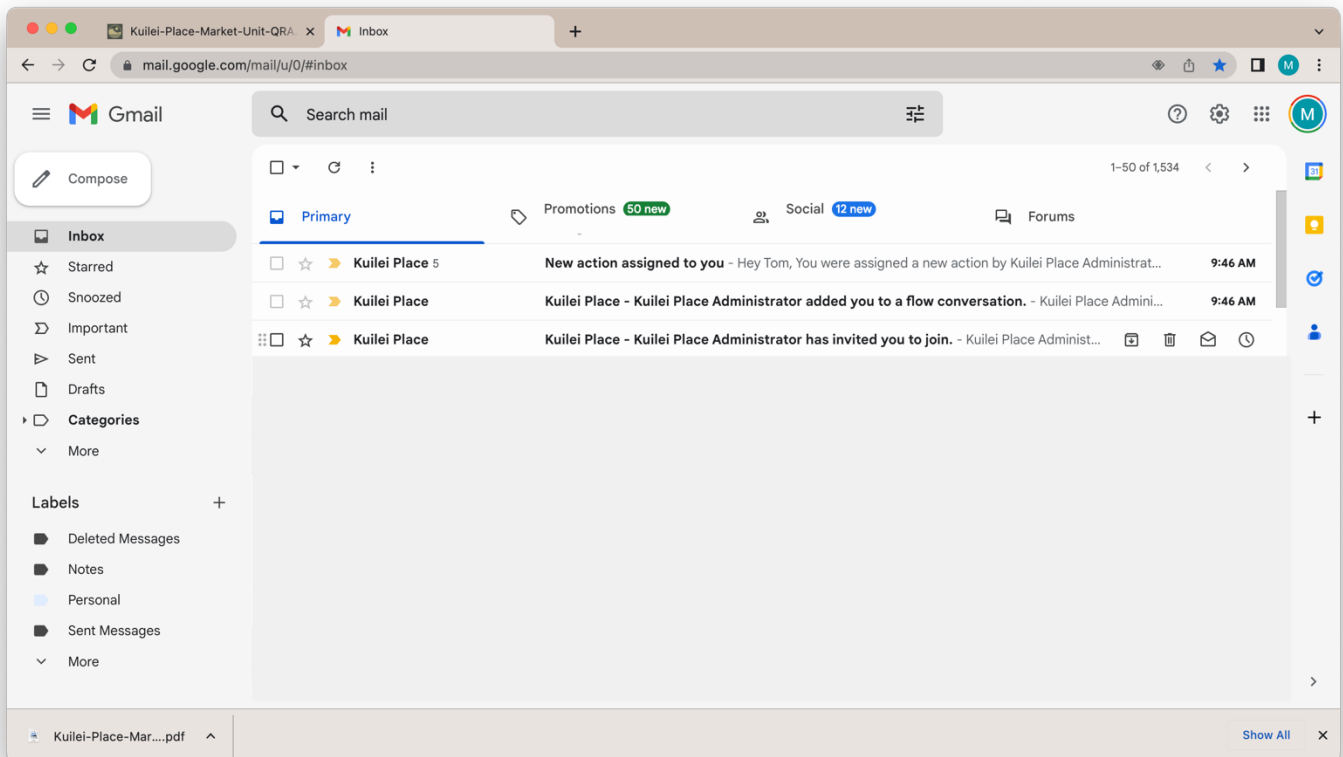


*** If you miss this step the first time around, another download link will be available on your homepage under "Quick Links".

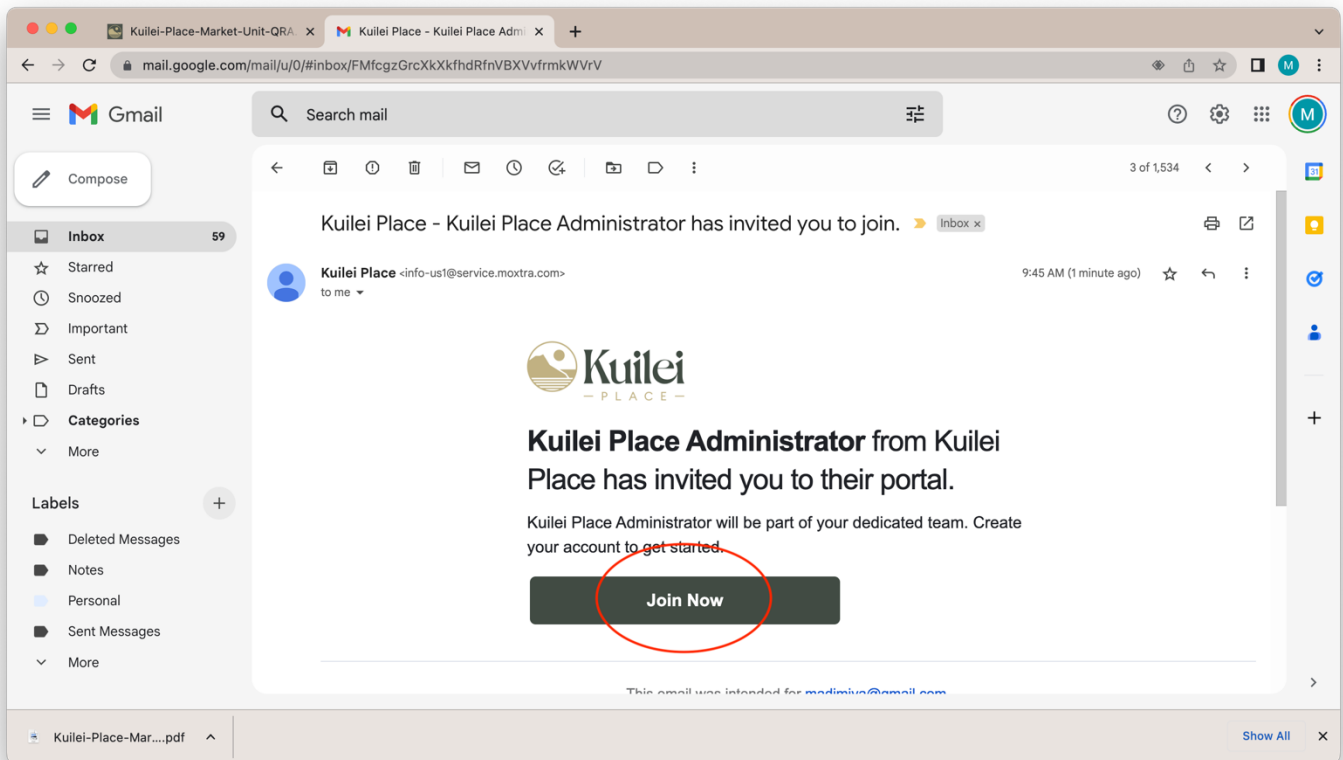


Step 2 – Go into the email you signed up with

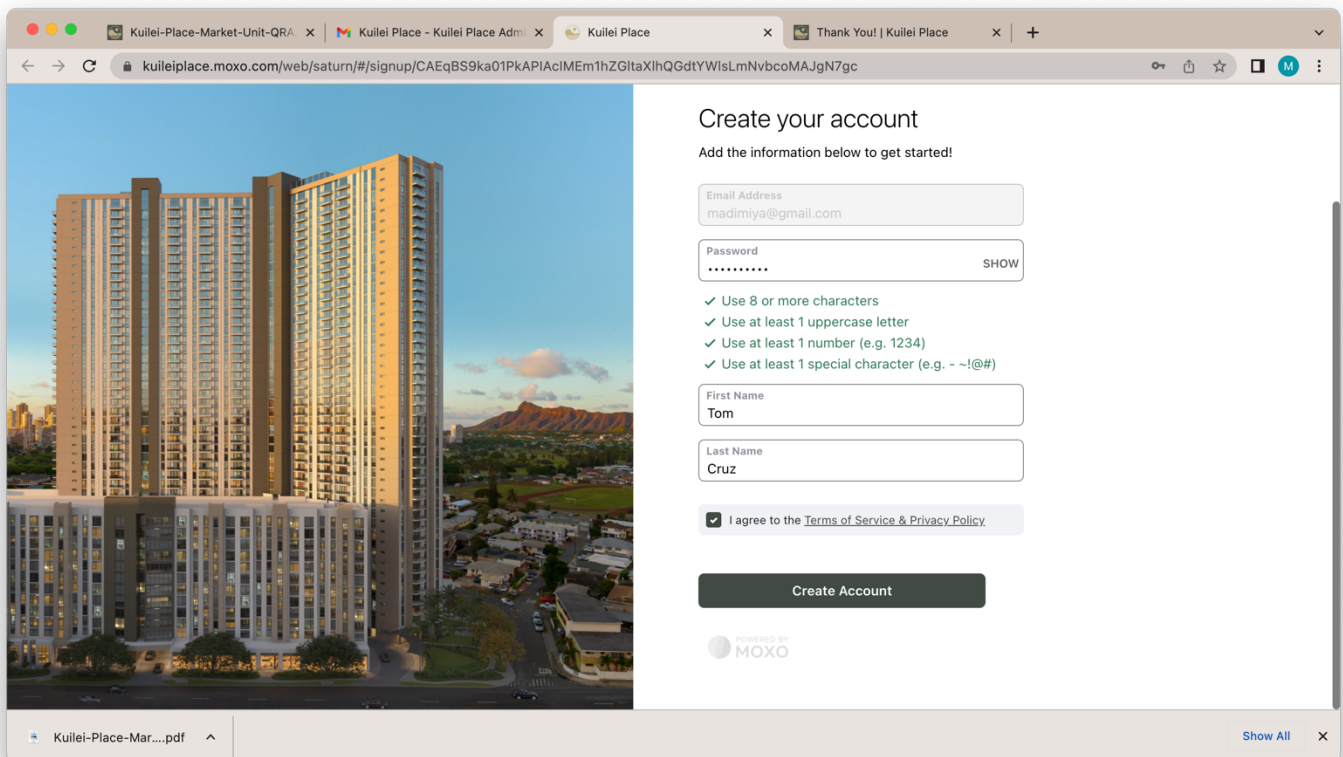
- a. You should receive multiple emails from Kuilei Place.



b. Click on the first email,

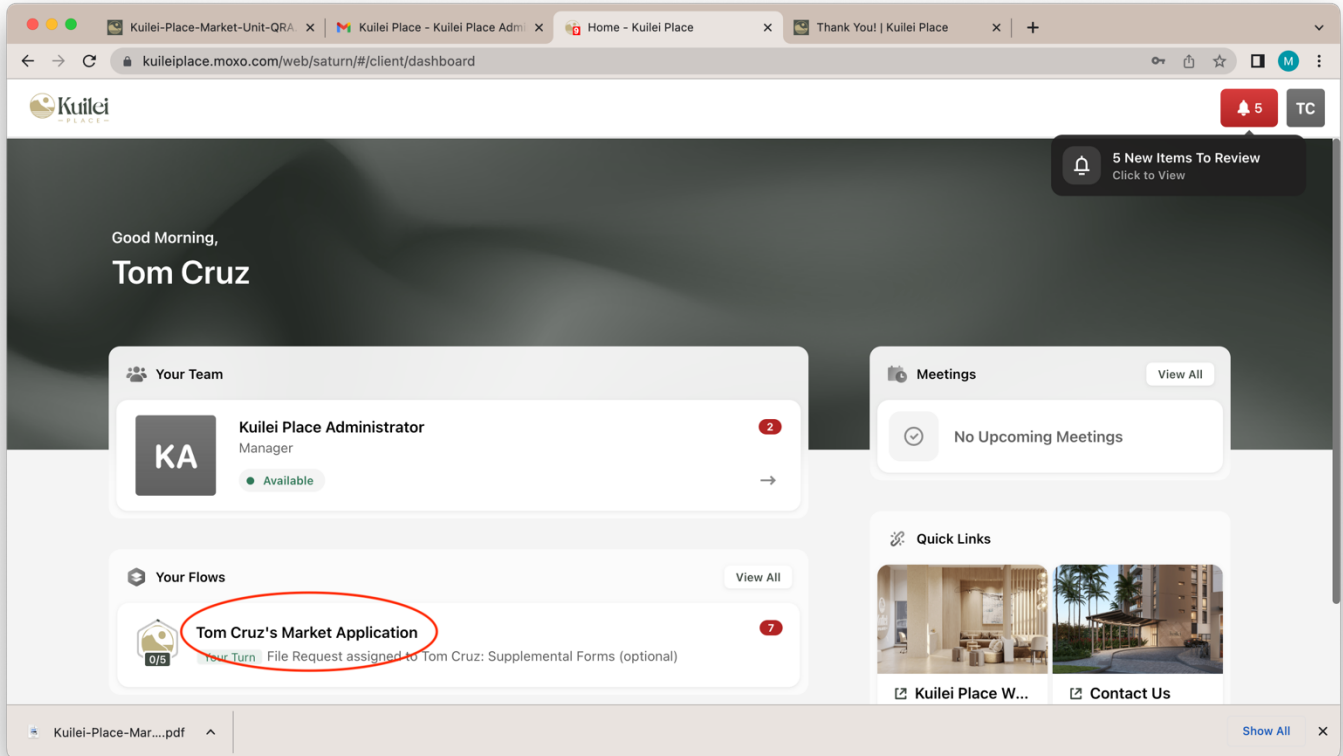


c. Fill out your information and create a password.

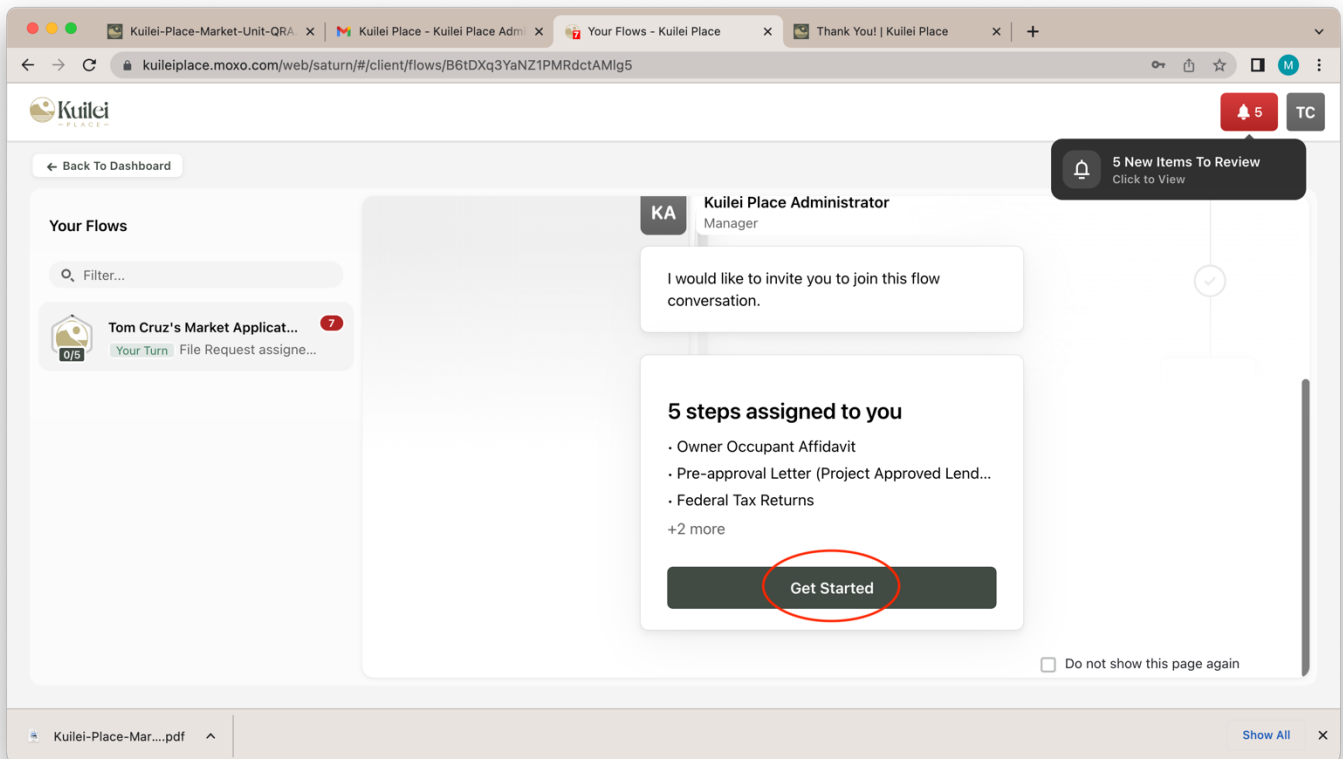


Step 3 – You're in your account, now what?

- Click on "(your name)'s Market/Affordable Application"

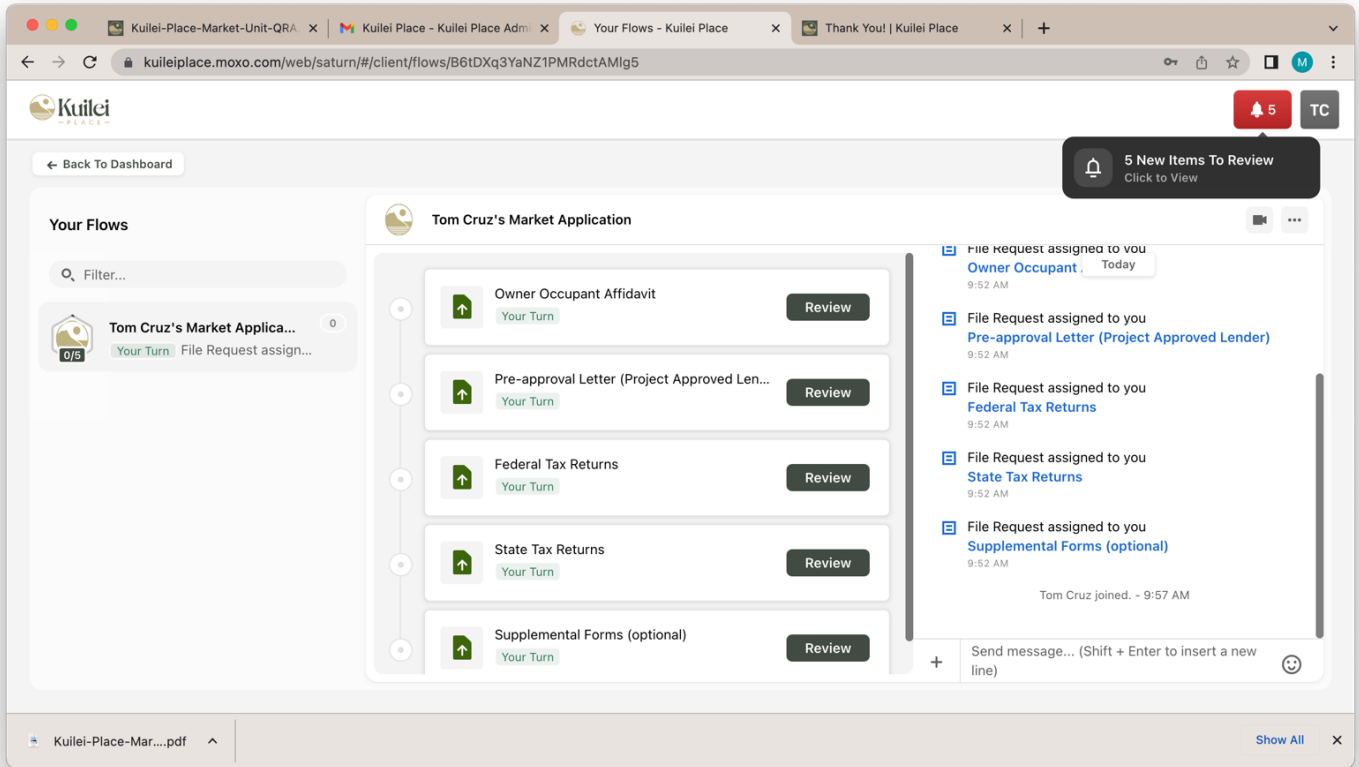


- Scroll down and click "Get Started"

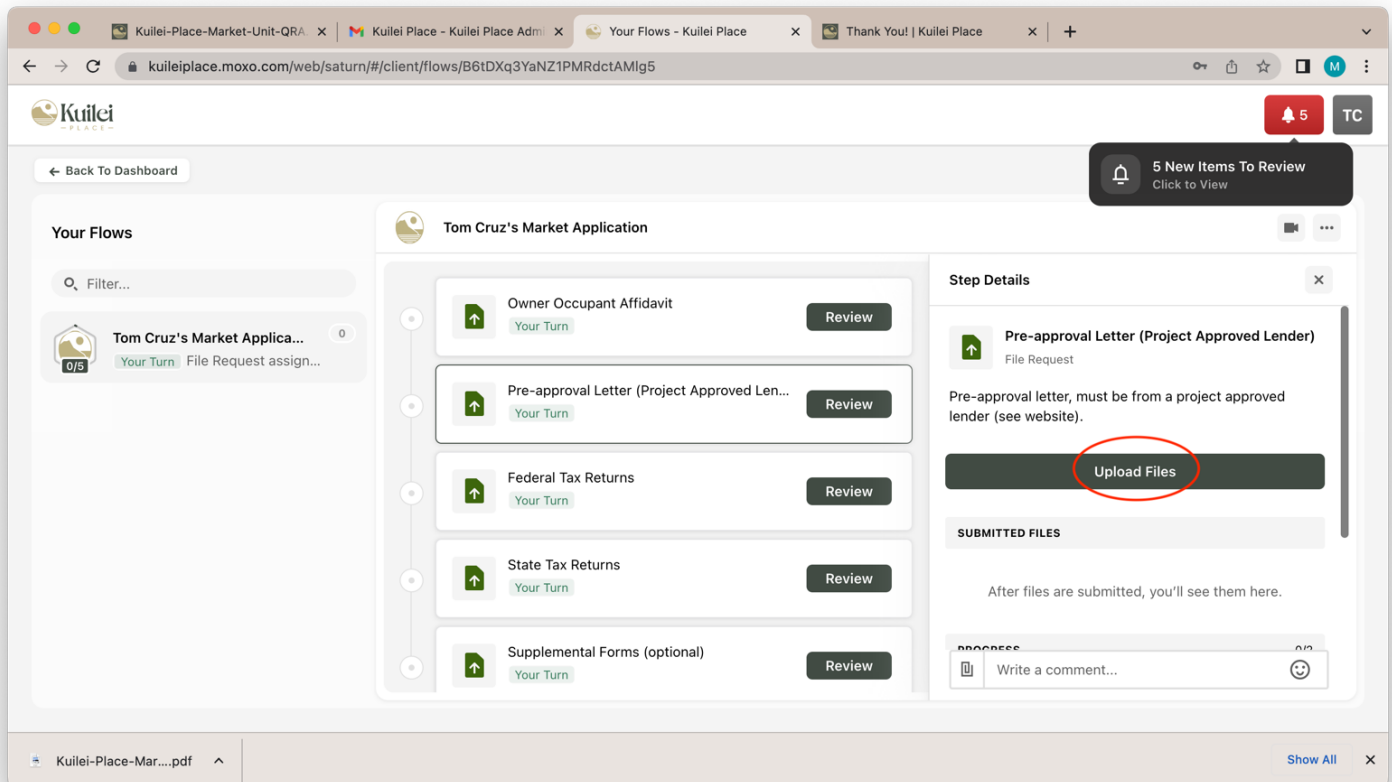


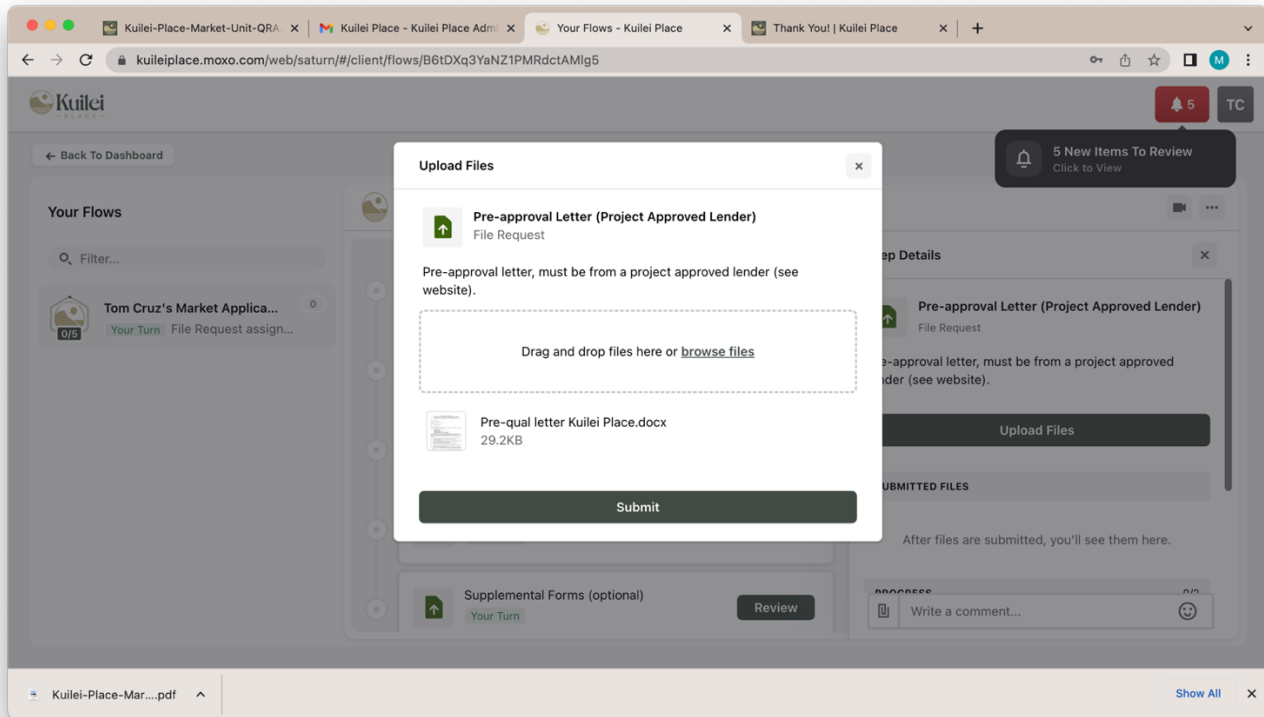
Step 4 – Submitting Your Forms (Pre-approval Letter Example)

a. You should see this page:

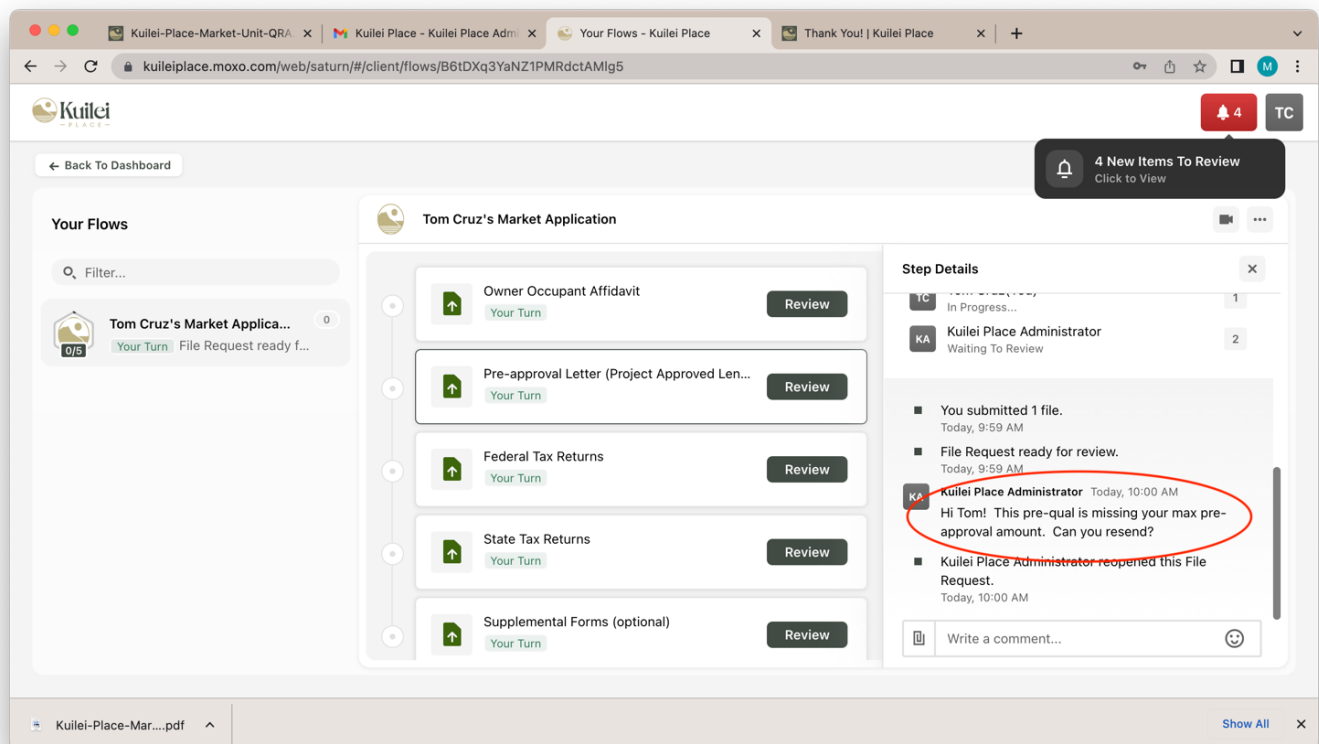


b. Click on the "Pre-approval Letter" section and multiple steps should appear to the right. Click "Upload Files" and find the pre-approval letter on your device. Upload it.

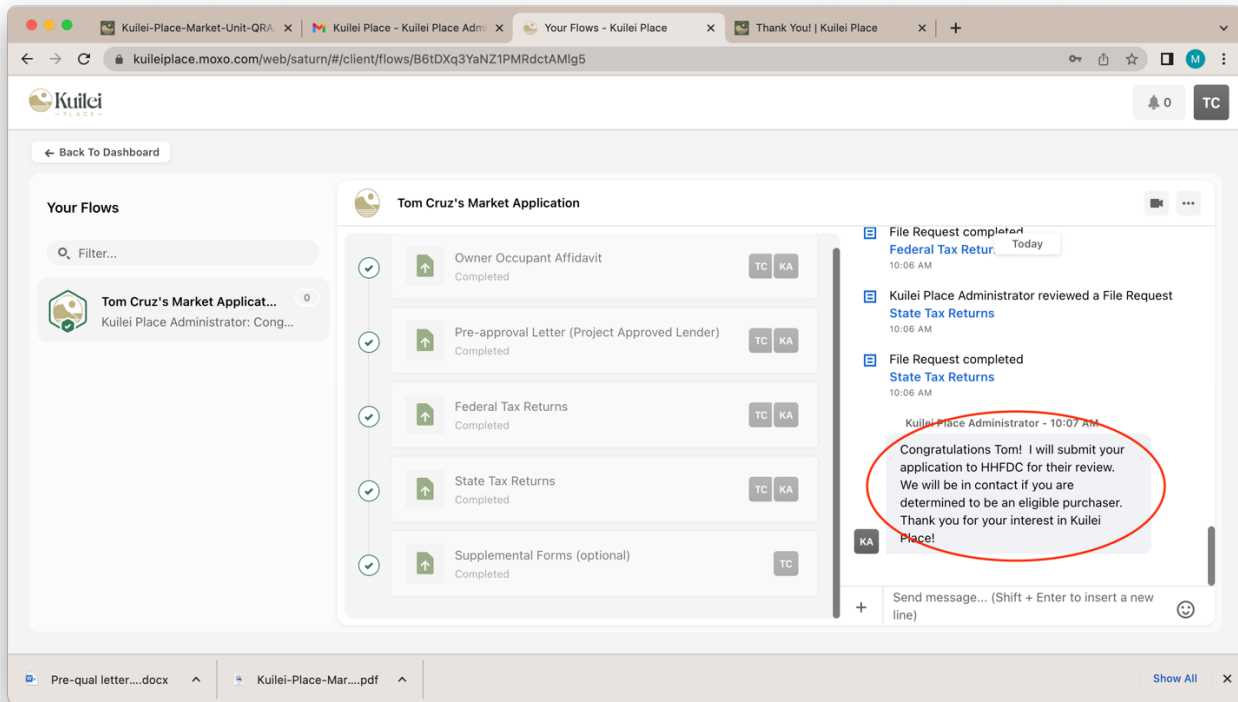




- c. Click "Submit".
- d. Repeat this for all documents required.
- e. Once you've submitted all your documents, it will show up on your Kuilei Place Agent's or Administrator's side. They will review your documents and message you if anything is missing. If they "reopen" a file, you must correct your document and re-submit using the "Re-upload" button.



- f. Once all your documents are submitted, your Kuilei Place agent or administrator will confirm they are complete. They will notify you that your application is being submitted for HHFDC review.



Step 5 – Pending Approval

Depending on the total number of applications received, it may take 30-60 days for HHFDC to determine if you are an eligible purchaser. Your Kuilei Place agent or administrator will be in contact for next steps.