

Instructions to obtain HHFDC's prior written Consent

If owner intends to engage in any such activities requiring HHFDC's consent, owner or owner's representative shall do the following:

- 1) Send a written request to HHFDC and include the following information:
 - a) Main Point of Contact and complete contact information, such as Company Name, mailing address, telephone and fax numbers.
 - b) Owner's Contact Information (Name, Address, Telephone No.)
 - c) Property Information (Address, Project Name, Unit/Lot No., if known)
 - d) Brief explanation of the type of activity and/or what is being requested (e.g. Process to Pay HHFDC's SAE or mortgage loan refinancing guidelines)


- 2) **Fax or mail** the written request to HHFDC – ATTN: Real Estate Services Section as follows: **(Important: Telephone and/or Email requests are not acceptable.)**

Fax to: (808) 587-0600
Attn: RESS

Mail to: HHFDC
Attn: Real Estate Services Section
677 Queen Street, Suite 300
Honolulu HI 96813

In-person: Requests may also be delivered in person to HHFDC's office during normal business hours - Monday thru Friday from 7:45 a.m. - 4:30 p.m., except state observed holidays.

- 3) Upon HHFDC's receipt of the written request, HHFDC will confirm that the property is subject to the Buyback and/or SAE Program and the assigned HHFDC staff will send the appropriate information to the requestor by mail. Advanced FAX transmittal is permitted, if a Fax No. is provided.
- 4) HHFDC requires a minimum of seven (7) days from the date of HHFDC's receipt of the submitted request, to send the appropriate information to the requestor.
- 5) Owner/Owner's Representative is advised to carefully read the Information Packet provided by HHFDC to ensure all required documentation is submitted to avoid delay with HHFDC's review and determination.
- 6) If the owner/owner's representative has questions after reviewing the information provided, owner/owner's representative shall call the HHFDC assigned staff at the telephone number provided in the transmittal letter.

 Every effort has been made to simplify the process as much as possible, by explaining in plain language the requirements to obtain HHFDC's consent, as required. HHFDC welcomes your comments to further clarify the information to be as clear and concise as possible.

Thank you in advance for your cooperation and assistance.