



Affordable Housing Submission Instructions

Here are the initial steps you can take to get pre-qualified for the Malina at Koa Ridge affordable housing program.

1. Applicant pre-qualifies with a designated lender and obtains their pre-qualification letter from the Loan Officer.
2. Applicant completes the application forms and provides the supporting documents to the Loan Officer as listed below.
 - Designated Lender Prequalification letter
 - Income verification worksheet
 - Application for City-Regulated Affordable Housing Units
 - Affidavit of Eligibility for City-Regulated Affordable Housing Units (notarized)
 - Paystubs – most recent two months and 1099 forms, as applicable
 - Copies of last two years' State and Federal tax returns, including all applicable schedules
 - Bank Statements for interest earned
 - Property Ownership Info and other supporting documents (divorce decree, marriage certificate, etc.)
 - Copy of photo ID of all household members
3. Completed Supplemental forms, if applicable (all notarized forms can be scanned in and submitted as a copy. Original affidavit must be submitted once you have selected a unit for purchase)
4. Loan Officer reviews the information to complete the Eligibility Checklist and confirms or obtains receipt of all the supporting documents.
5. Loan Officer provides the completed package to the applicant.
6. Applicant submits the completed package to a Castle & Cooke Sales Representative at the Koa Ridge Sales Office to obtain the Lottery Application.

Please visit www.MalinaAtKoaRidge.com to watch the Malina at Koa Ridge Affordable Housing Eligibility & Restrictions video.

For more information on Malina at Koa Ridge and to get started on the pre-qualification process, please give us a call at (808) 698-5723.