PART II DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT 8.665
STATE OF HAWAII 8.670
. . . . . 8.672

Minimum Qualification Specifications
for the Classes:

SECURITY OFFICER I, II, III

Registration Requirement

Applicants must be registered as a Guard with the State of Hawaii Board of Private Detectives and Guards, in accordance with Act 208, Session Laws of Hawaii 2010.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
SECURITY OFFICER I	1	0	1
SECURITY OFFICER II	2	*	2
SECURITY OFFICER III	2	1	3

Specialized Experience: Progressively responsible work experience in the enforcement of security regulations or in the protection of property.

Supervisory Experience: Experience in directing or supervising personnel in security duties. This experience must have included responsibility for scheduling and assigning the work of subordinates; instructing employees in the proper method of performing the work; and keeping records of work activities.

*For the Security Officer II level, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. Successful completion of a reserve police training course which led to the issuance of a badge as Reserve Police Officer may be substituted for one (1) year of Specialized Experience.

2. Successful completion of a two-year or four-year program in police science from an accredited college or university may be substituted for one (1) year of the Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes SECURITY OFFICER I, II, and III, which were approved on May 21, 2012.

DATE APPROVED: 7/1/2013

BARBARA A. KRIEG, Director
Department of Human Resources Development

Class Specifications
for the Class:

SECURITY OFFICER I

Duties Summary:

Patrols a regularly assigned area to enforce laws, rules and regulations for the protection and security of property and to maintain a safe environment; investigates violations, apprehends violators, issues citations, makes citizen arrests and reports unusual or irregular conditions; and performs other related duties as assigned.

Distinguishing Characteristics:

Positions in this class, after an initial orientation and training period, patrol assigned areas and enforce laws, rules and regulations for the protection and security of property and to maintain a safe environment for other workers, the public and others in the assigned area.

Positions enforce facility rules and regulations as well as general laws, respond to complaints, investigate suspicious circumstances, issue citations, detain, apprehend and/or arrest persons observed violating laws, rules and regulations; and prepare reports.

Positions in this class are uniformed and may carry firearms.

Examples of Duties:

Makes patrols, generally by motor vehicles, through assigned areas; watches for fire, trespassers or other irregularities; prevents acts of theft or vandalism; investigates suspicious persons or unusual incidents; maintains law and order on premises patrolled; checks the security of buildings, materials and equipment; responds to complaints and takes appropriate action; checks crafts or boats to determine whether they are properly secured at moorings; reports fire hazards, prevents the entry of unauthorized persons to restricted areas; takes into custody persons who violate laws, rules and regulations and detains them for military or civil police authorities and/or effectuates a citizen's arrest if necessary; serves eviction notices; directs traffic within and near parking zones in the assigned patrol area and enforces traffic rules and regulations; issues citations for violations of traffic rules and regulations; recommends changes in traffic rules and regulations when necessary; may carry and use firearms in emergencies; prepares activity and investigation reports; and may occasionally instruct or oversee the work of others.

Knowledge and Abilities Required:

Knowledge of: The general duties of a security guard.

Ability to: Learn law enforcement techniques pertaining to the protection and security of property; methods of maintaining law and order within premises patrolled; understand and carry out oral and written instructions; explain to others and apply laws, rules and regulations; size up situations and people accurately and adopt an effective course of action; get along well with others; learn to use and care for firearms; and prepare written reports.

This is an amendment to the class specification for the class SECURITY OFFICER I approved on January 17, 1956.

Effective Date: July 1, 1979

DATE APPROVED: 12/1/82

/s/ Clement L. Kamalu
for DONALD BOTELHO
Director of Personnel Services

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2025
Bargaining Unit: 03 White Collar, Non-supervisor

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR11	ANN	43,272	44,976	46,800	48,648	50,652	52,656	54,756	56,904	59,196	61,596	64,056
	MON	3,606	3,748	3,900	4,054	4,221	4,388	4,563	4,742	4,933	5,133	5,338
	8HR	166.40	172.96	180.00	187.12	194.80	202.56	210.64	218.88	227.68	236.88	246.40
	HRLY	20.80	21.62	22.50	23.39	24.35	25.32	26.33	27.36	28.46	29.61	30.80
SR12	ANN	44,976	46,800	48,648	50,652	52,656	54,756	56,904	59,196	61,596	64,056	66,660
	MON	3,748	3,900	4,054	4,221	4,388	4,563	4,742	4,933	5,133	5,338	5,555
	8HR	172.96	180.00	187.12	194.80	202.56	210.64	218.88	227.68	236.88	246.40	256.40
	HRLY	21.62	22.50	23.39	24.35	25.32	26.33	27.36	28.46	29.61	30.80	32.05
SR13	ANN	46,800	48,648	50,652	52,656	54,756	56,904	59,196	61,596	64,056	66,660	69,216
	MON	3,900	4,054	4,221	4,388	4,563	4,742	4,933	5,133	5,338	5,555	5,768
	8HR	180.00	187.12	194.80	202.56	210.64	218.88	227.68	236.88	246.40	256.40	266.24
	HRLY	22.50	23.39	24.35	25.32	26.33	27.36	28.46	29.61	30.80	32.05	33.28
SR14	ANN	48,648	50,652	52,656	54,756	56,904	59,196	61,596	64,056	66,660	69,216	72,036
	MON	4,054	4,221	4,388	4,563	4,742	4,933	5,133	5,338	5,555	5,768	6,003
	8HR	187.12	194.80	202.56	210.64	218.88	227.68	236.88	246.40	256.40	266.24	277.04
	HRLY	23.39	24.35	25.32	26.33	27.36	28.46	29.61	30.80	32.05	33.28	34.63
SR15	ANN	50,652	52,656	54,756	56,904	59,196	61,596	64,056	66,660	69,216	72,036	74,904
	MON	4,221	4,388	4,563	4,742	4,933	5,133	5,338	5,555	5,768	6,003	6,242
	8HR	194.80	202.56	210.64	218.88	227.68	236.88	246.40	256.40	266.24	277.04	288.08
	HRLY	24.35	25.32	26.33	27.36	28.46	29.61	30.80	32.05	33.28	34.63	36.01
SR16	ANN	52,656	54,756	56,904	59,196	61,596	64,056	66,660	69,216	72,036	74,904	77,880
	MON	4,388	4,563	4,742	4,933	5,133	5,338	5,555	5,768	6,003	6,242	6,490
	8HR	202.56	210.64	218.88	227.68	236.88	246.40	256.40	266.24	277.04	288.08	299.52
	HRLY	25.32	26.33	27.36	28.46	29.61	30.80	32.05	33.28	34.63	36.01	37.44
SR17	ANN	54,756	56,904	59,196	61,596	64,056	66,660	69,216	72,036	74,904	77,880	81,048
	MON	4,563	4,742	4,933	5,133	5,338	5,555	5,768	6,003	6,242	6,490	6,754
	8HR	210.64	218.88	227.68	236.88	246.40	256.40	266.24	277.04	288.08	299.52	311.76
	HRLY	26.33	27.36	28.46	29.61	30.80	32.05	33.28	34.63	36.01	37.44	38.97

Attachment 14

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2026
Bargaining Unit: 03 White Collar, Non-supervisor

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR11	ANN	43,272	44,976	46,800	48,648	50,652	52,656	54,756	56,904	59,196	61,596	64,056
	MON	3,606	3,748	3,900	4,054	4,221	4,388	4,563	4,742	4,933	5,133	5,338
	8HR	166.40	172.96	180.00	187.12	194.80	202.56	210.64	218.88	227.68	236.88	246.40
	HRLY	20.80	21.62	22.50	23.39	24.35	25.32	26.33	27.36	28.46	29.61	30.80
SR12	ANN	44,976	46,800	48,648	50,652	52,656	54,756	56,904	59,196	61,596	64,056	66,660
	MON	3,748	3,900	4,054	4,221	4,388	4,563	4,742	4,933	5,133	5,338	5,555
	8HR	172.96	180.00	187.12	194.80	202.56	210.64	218.88	227.68	236.88	246.40	256.40
	HRLY	21.62	22.50	23.39	24.35	25.32	26.33	27.36	28.46	29.61	30.80	32.05
SR13	ANN	46,800	48,648	50,652	52,656	54,756	56,904	59,196	61,596	64,056	66,660	69,216
	MON	3,900	4,054	4,221	4,388	4,563	4,742	4,933	5,133	5,338	5,555	5,768
	8HR	180.00	187.12	194.80	202.56	210.64	218.88	227.68	236.88	246.40	256.40	266.24
	HRLY	22.50	23.39	24.35	25.32	26.33	27.36	28.46	29.61	30.80	32.05	33.28
SR14	ANN	48,648	50,652	52,656	54,756	56,904	59,196	61,596	64,056	66,660	69,216	72,036
	MON	4,054	4,221	4,388	4,563	4,742	4,933	5,133	5,338	5,555	5,768	6,003
	8HR	187.12	194.80	202.56	210.64	218.88	227.68	236.88	246.40	256.40	266.24	277.04
	HRLY	23.39	24.35	25.32	26.33	27.36	28.46	29.61	30.80	32.05	33.28	34.63
SR15	ANN	50,652	52,656	54,756	56,904	59,196	61,596	64,056	66,660	69,216	72,036	74,904
	MON	4,221	4,388	4,563	4,742	4,933	5,133	5,338	5,555	5,768	6,003	6,242
	8HR	194.80	202.56	210.64	218.88	227.68	236.88	246.40	256.40	266.24	277.04	288.08
	HRLY	24.35	25.32	26.33	27.36	28.46	29.61	30.80	32.05	33.28	34.63	36.01
SR16	ANN	52,656	54,756	56,904	59,196	61,596	64,056	66,660	69,216	72,036	74,904	77,880
	MON	4,388	4,563	4,742	4,933	5,133	5,338	5,555	5,768	6,003	6,242	6,490
	8HR	202.56	210.64	218.88	227.68	236.88	246.40	256.40	266.24	277.04	288.08	299.52
	HRLY	25.32	26.33	27.36	28.46	29.61	30.80	32.05	33.28	34.63	36.01	37.44
SR17	ANN	54,756	56,904	59,196	61,596	64,056	66,660	69,216	72,036	74,904	77,880	81,048
	MON	4,563	4,742	4,933	5,133	5,338	5,555	5,768	6,003	6,242	6,490	6,754
	8HR	210.64	218.88	227.68	236.88	246.40	256.40	266.24	277.04	288.08	299.52	311.76
	HRLY	26.33	27.36	28.46	29.61	30.80	32.05	33.28	34.63	36.01	37.44	38.97

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

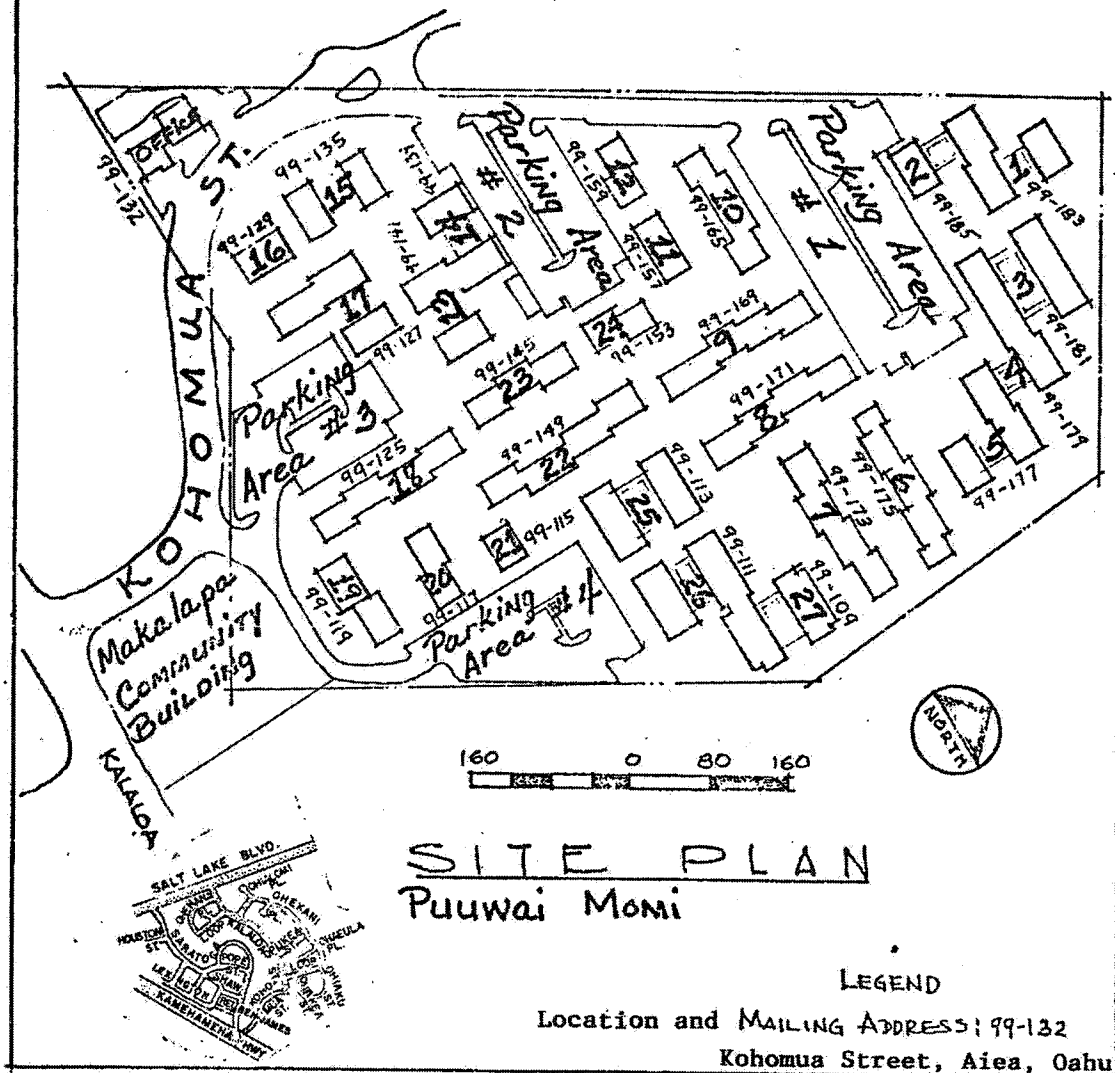
Effective Date: 07/01/2027
Bargaining Unit: 03 White Collar, Non-supervisor

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR11	ANN	45,000	46,776	48,672	50,592	52,680	54,768	56,952	59,184	61,560	64,056	66,624
	MON	3,750	3,898	4,056	4,216	4,390	4,564	4,746	4,932	5,130	5,338	5,552
	8HR	173.04	179.92	187.20	194.56	202.64	210.64	219.04	227.60	236.80	246.40	256.24
	HRLY	21.63	22.49	23.40	24.32	25.33	26.33	27.38	28.45	29.60	30.80	32.03
SR12	ANN	46,776	48,672	50,592	52,680	54,768	56,952	59,184	61,560	64,056	66,624	69,324
	MON	3,898	4,056	4,216	4,390	4,564	4,746	4,932	5,130	5,338	5,552	5,777
	8HR	179.92	187.20	194.56	202.64	210.64	219.04	227.60	236.80	246.40	256.24	266.64
	HRLY	22.49	23.40	24.32	25.33	26.33	27.38	28.45	29.60	30.80	32.03	33.33
SR13	ANN	48,672	50,592	52,680	54,768	56,952	59,184	61,560	64,056	66,624	69,324	71,988
	MON	4,056	4,216	4,390	4,564	4,746	4,932	5,130	5,338	5,552	5,777	5,999
	8HR	187.20	194.56	202.64	210.64	219.04	227.60	236.80	246.40	256.24	266.64	276.88
	HRLY	23.40	24.32	25.33	26.33	27.38	28.45	29.60	30.80	32.03	33.33	34.61
SR14	ANN	50,592	52,680	54,768	56,952	59,184	61,560	64,056	66,624	69,324	71,988	74,916
	MON	4,216	4,390	4,564	4,746	4,932	5,130	5,338	5,552	5,777	5,999	6,243
	8HR	194.56	202.64	210.64	219.04	227.60	236.80	246.40	256.24	266.64	276.88	288.16
	HRLY	24.32	25.33	26.33	27.38	28.45	29.60	30.80	32.03	33.33	34.61	36.02
SR15	ANN	52,680	54,768	56,952	59,184	61,560	64,056	66,624	69,324	71,988	74,916	77,904
	MON	4,390	4,564	4,746	4,932	5,130	5,338	5,552	5,777	5,999	6,243	6,492
	8HR	202.64	210.64	219.04	227.60	236.80	246.40	256.24	266.64	276.88	288.16	299.60
	HRLY	25.33	26.33	27.38	28.45	29.60	30.80	32.03	33.33	34.61	36.02	37.45
SR16	ANN	54,768	56,952	59,184	61,560	64,056	66,624	69,324	71,988	74,916	77,904	81,000
	MON	4,564	4,746	4,932	5,130	5,338	5,552	5,777	5,999	6,243	6,492	6,750
	8HR	210.64	219.04	227.60	236.80	246.40	256.24	266.64	276.88	288.16	299.60	311.52
	HRLY	26.33	27.38	28.45	29.60	30.80	32.03	33.33	34.61	36.02	37.45	38.94
SR17	ANN	56,952	59,184	61,560	64,056	66,624	69,324	71,988	74,916	77,904	81,000	84,288
	MON	4,746	4,932	5,130	5,338	5,552	5,777	5,999	6,243	6,492	6,750	7,024
	8HR	219.04	227.60	236.80	246.40	256.24	266.64	276.88	288.16	299.60	311.52	324.16
	HRLY	27.38	28.45	29.60	30.80	32.03	33.33	34.61	36.02	37.45	38.94	40.52

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2028
Bargaining Unit: 03 White Collar, Non-supervisor

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR11	ANN	45,168	46,944	48,852	50,784	52,872	54,972	57,168	59,400	61,788	64,296	66,876
	MON	3,764	3,912	4,071	4,232	4,406	4,581	4,764	4,950	5,149	5,358	5,573
	8HR	173.76	180.56	187.92	195.36	203.36	211.44	219.84	228.48	237.68	247.28	257.20
	HRLY	21.72	22.57	23.49	24.42	25.42	26.43	27.48	28.56	29.71	30.91	32.15
SR12	ANN	46,944	48,852	50,784	52,872	54,972	57,168	59,400	61,788	64,296	66,876	69,576
	MON	3,912	4,071	4,232	4,406	4,581	4,764	4,950	5,149	5,358	5,573	5,798
	8HR	180.56	187.92	195.36	203.36	211.44	219.84	228.48	237.68	247.28	257.20	267.60
	HRLY	22.57	23.49	24.42	25.42	26.43	27.48	28.56	29.71	30.91	32.15	33.45
SR13	ANN	48,852	50,784	52,872	54,972	57,168	59,400	61,788	64,296	66,876	69,576	72,252
	MON	4,071	4,232	4,406	4,581	4,764	4,950	5,149	5,358	5,573	5,798	6,021
	8HR	187.92	195.36	203.36	211.44	219.84	228.48	237.68	247.28	257.20	267.60	277.92
	HRLY	23.49	24.42	25.42	26.43	27.48	28.56	29.71	30.91	32.15	33.45	34.74
SR14	ANN	50,784	52,872	54,972	57,168	59,400	61,788	64,296	66,876	69,576	72,252	75,192
	MON	4,232	4,406	4,581	4,764	4,950	5,149	5,358	5,573	5,798	6,021	6,266
	8HR	195.36	203.36	211.44	219.84	228.48	237.68	247.28	257.20	267.60	277.92	289.20
	HRLY	24.42	25.42	26.43	27.48	28.56	29.71	30.91	32.15	33.45	34.74	36.15
SR15	ANN	52,872	54,972	57,168	59,400	61,788	64,296	66,876	69,576	72,252	75,192	78,192
	MON	4,406	4,581	4,764	4,950	5,149	5,358	5,573	5,798	6,021	6,266	6,516
	8HR	203.36	211.44	219.84	228.48	237.68	247.28	257.20	267.60	277.92	289.20	300.72
	HRLY	25.42	26.43	27.48	28.56	29.71	30.91	32.15	33.45	34.74	36.15	37.59
SR16	ANN	54,972	57,168	59,400	61,788	64,296	66,876	69,576	72,252	75,192	78,192	81,300
	MON	4,581	4,764	4,950	5,149	5,358	5,573	5,798	6,021	6,266	6,516	6,775
	8HR	211.44	219.84	228.48	237.68	247.28	257.20	267.60	277.92	289.20	300.72	312.72
	HRLY	26.43	27.48	28.56	29.71	30.91	32.15	33.45	34.74	36.15	37.59	39.09
SR17	ANN	57,168	59,400	61,788	64,296	66,876	69,576	72,252	75,192	78,192	81,300	84,600
	MON	4,764	4,950	5,149	5,358	5,573	5,798	6,021	6,266	6,516	6,775	7,050
	8HR	219.84	228.48	237.68	247.28	257.20	267.60	277.92	289.20	300.72	312.72	325.36
	HRLY	27.48	28.56	29.71	30.91	32.15	33.45	34.74	36.15	37.59	39.09	40.67



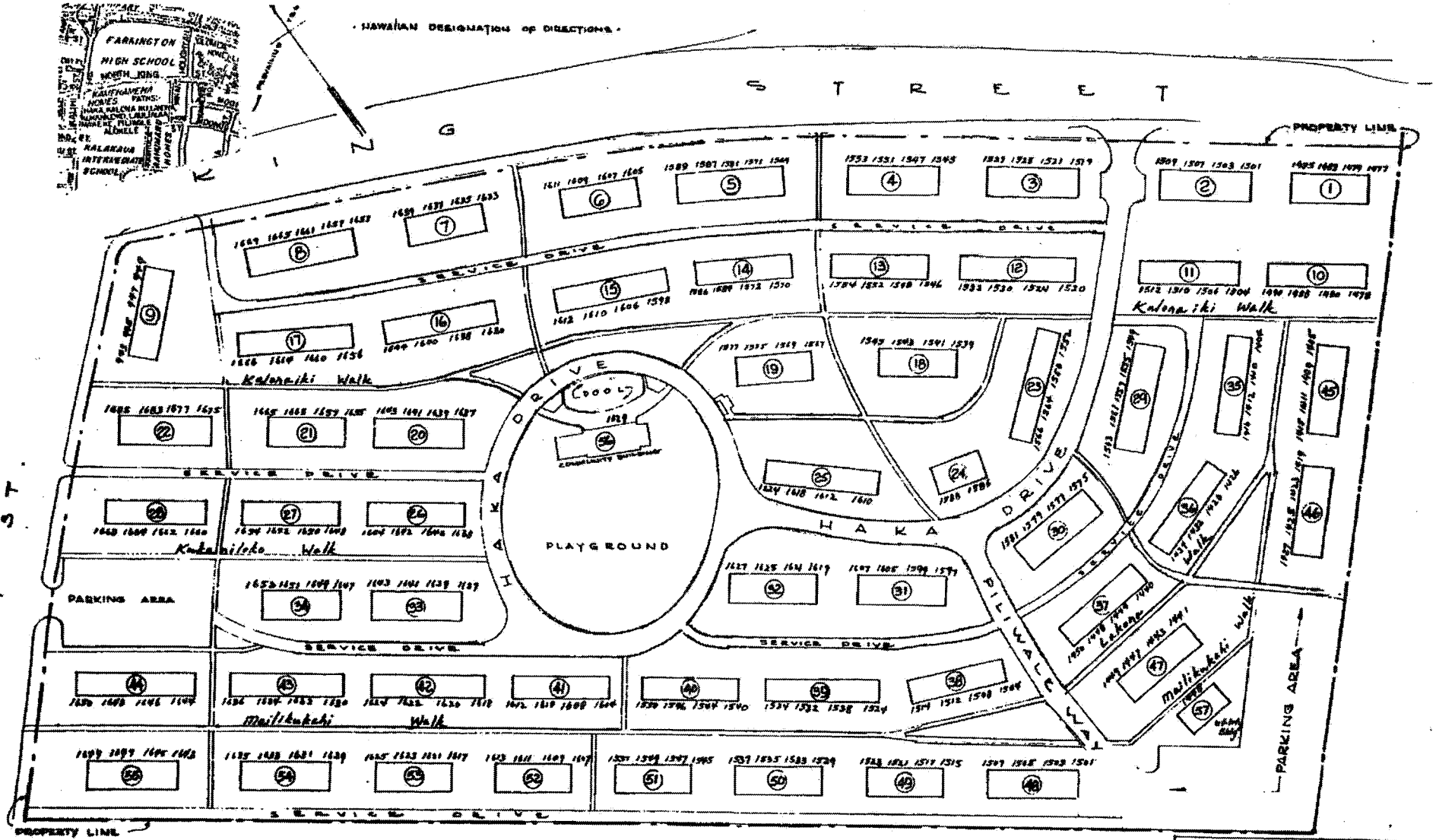
SITE PLAN
Puuwai Momi

LEGEND

Location and Mailing Address: 99-132 Kohomua Street, Aiea, Oahu

DEPT OF HOUSING & URBAN DEVELOPMENT · HOUSING ASSISTANCE ADMINISTRATION	HAWAII HOUSING AUTHORITY
ACCOMPANYING PROJECT PHOTO NOS.	SITE PLAN DIAGRAM
	PROJECT HA 1·26 HALAWA OAHU HAWAII
DATED:	ASSOCIATED ARCHITECTS HALAWA AKIYAMA/KEKOOLANI & ASSOCIATES AOTANI & OKA, ARCHITECTS INC
	PLAN NO. 979 DATE: JUNE 1968

T.M.K.: 9-9-03:56&64

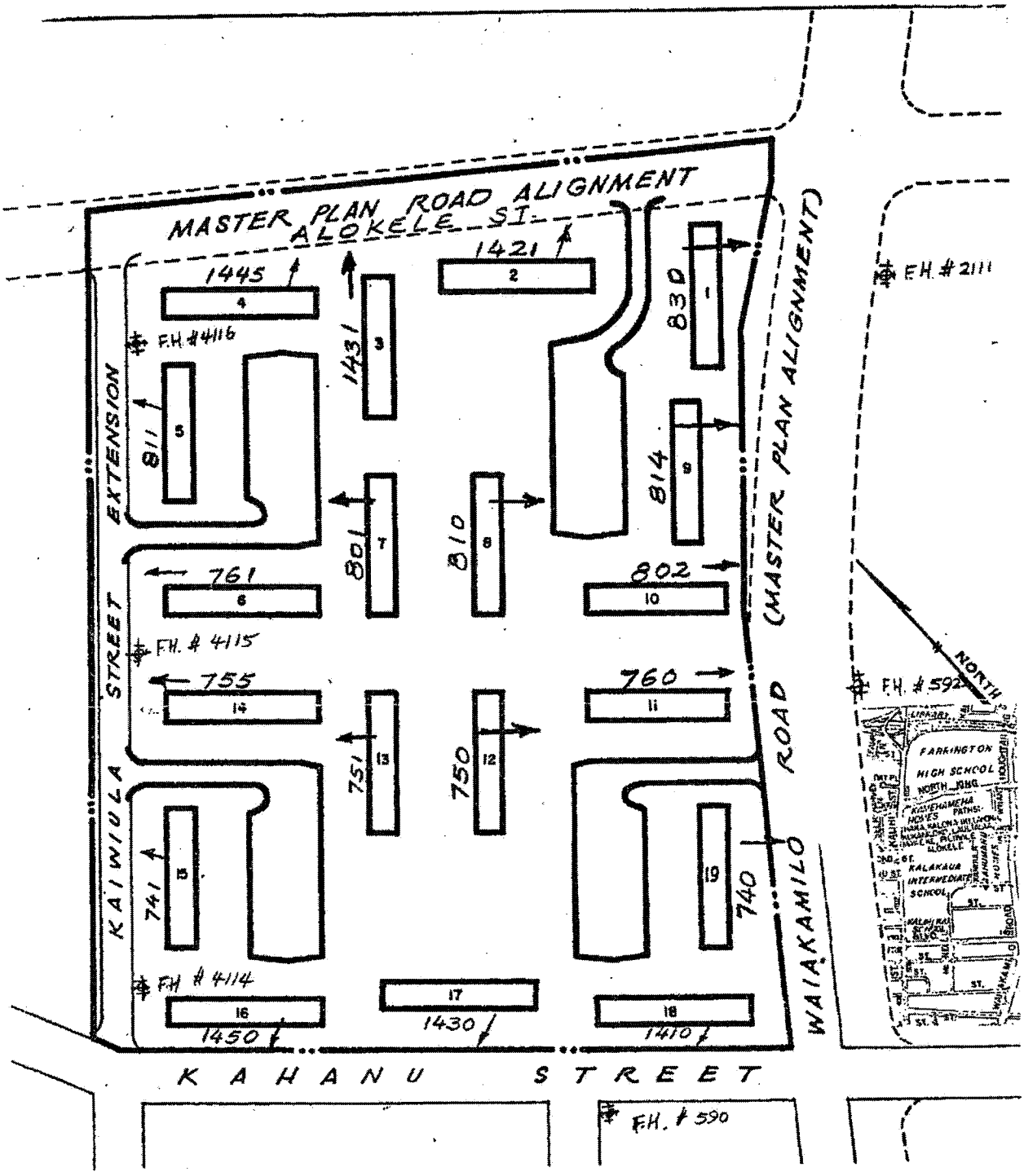


HAWAII HOUSING AUTHORITY
HONOLULU, HAWAII

KAMEHAMEHA HOMES HAI-1

PLOT PLAN

APPROVED _____ DATE: _____ SCALE: 1" = 80'



40 20 0 20 40 60 80 100

GRAPHIC SCALE IN FEET

MAILING ADDRESSES - 1430

AREA = 9.17 ACRES

LEGEND FOR CONSTRUCTION	
IN PROGRESS	OUTLINED
FINISHED	SOLID COLOR
EXCAVATION & FOUNDATIONS	BLACK
WORKS, WALLS, ROOFS	ORANGE
COVER OR FINISH	GREEN
WIRING & PLUMBING	BLUE
PAINTING	BROWN
MISCELLANEOUS ITEMS	RED
LEGEND FOR LANDSCAPE WORK	
IN PROGRESS	OUTLINED
FINISHED	HATCHED
PLANT TREES & SHRUBS	YELLOW
LAWN WORK	PURPLE

PUBLIC HOUSING ADMN.
HOUSING AND HOME FINANCE AGENCY

ACCOMPANYING PROJ. PHOTO. NOS.

ACCOMPANYING CONSTRUCTION REPORT NO.

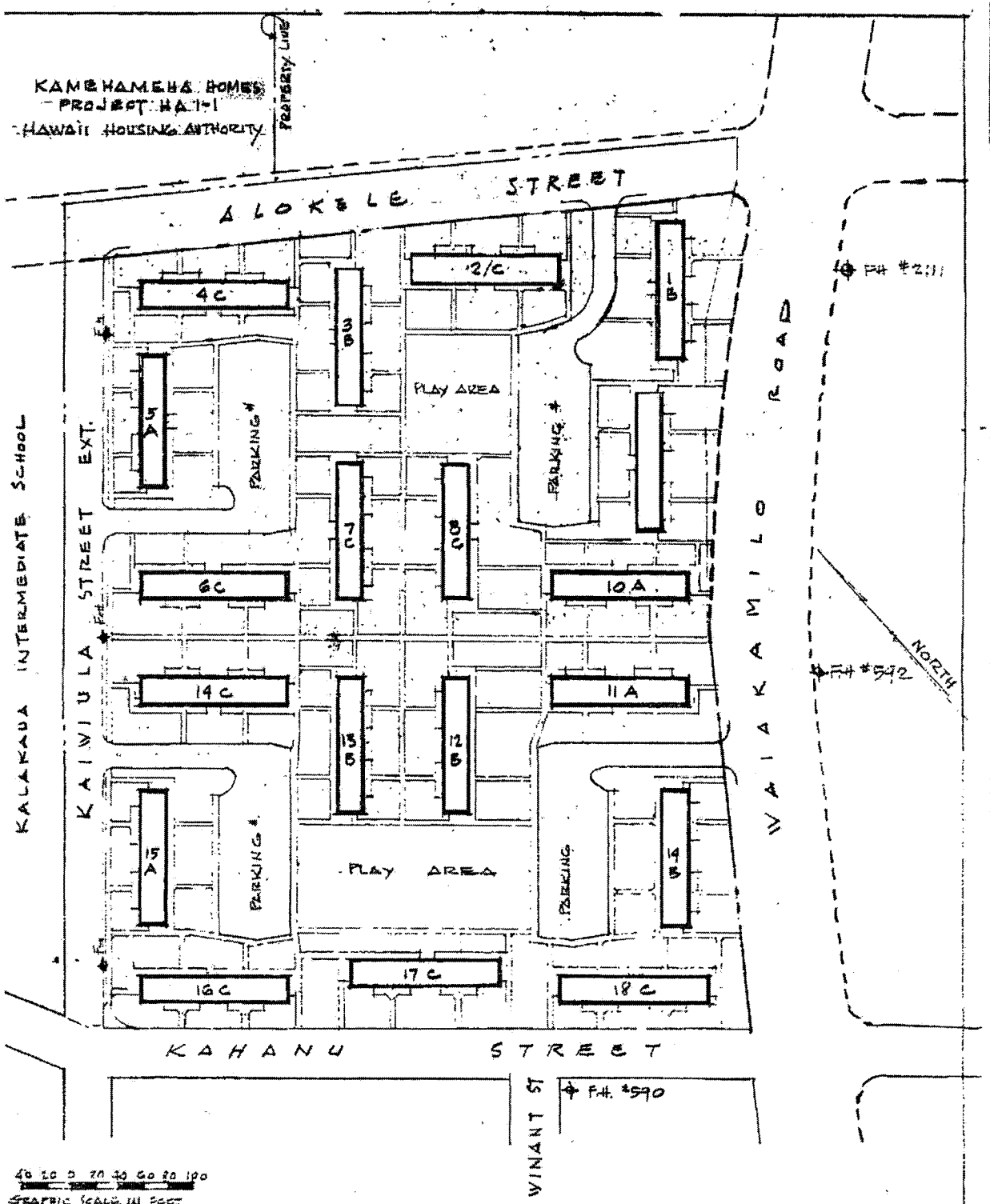
HAWAII HOUSING AUTHORITY
HONOLULU, HAWAII

SITE PLAN DIAGRAM
KAAHUMANU HOMES
PROJECT TH 1-9

LAW & WILSON
ARCHITECTS & ENGINEERS
P.O. BOX 3530

PLAN NO. 642 10-1-57

Location: Kaiwiula St., Honolulu, HI T.M.K.: 1-5-24:1



AREA: 9.17 ACRES

HAWAII HOUSING AUTHORITY
HONOLULU, HAWAII

SITE PLAN DIAGRAM
KAAHUMANU HOMES
PROJECT HA 1-9

K.E.

PLAN NO. 692 REV. 12/8/71

Location: Kaiwiula ST. Honolulu, Hi. T.M.K. 1-5-24:1

STATE OF HAWAII
Department of Human Services
Hawaii Public Housing Authority

PROJECT RULES

This document sets for the Project Rules of PU`UWAI MOMI for family dwellings, stating clearly the tenant's area of responsibility and those of the Hawaii Public Housing Authority. The Rules apply to all tenants, members of their family, their employees, agents or visitors. The following shall constitute enforceable Project Rules, despite the language in which the same may be expressed.

General Provisions

Residents shall:

1. Refrain from moving on to the premises any furniture or furnishings which are dilapidated, infested or unsanitary.
2. Obey all laws, applicable to tenants, materially affecting health and safety with respect to maintenance, use or appearance of the rented premises.
3. Keep the premises as clean and safe as conditions permit.
4. Dispose of rubbish, garbage, and other organic of flammable waste clearly and safely.
5. Keep all plumbing fixtures as clean as their condition permits.
6. Use electrical and plumbing fixtures and appliances properly and report all need for repairs promptly.
7. Report immediately any damages to person or property that may be the result of acts of omissions of Hawaii Public Housing Authority or its agents.

Guests and Other Persons on the Premises

1. Tenants are responsible at all times for the reasonable conduct of members of their family, their guests, employees and agents on the premises.

Yard

1. Construction of greenhouses, fences, or other structures on the premises is not permitted without the prior written approval of Management.
2. Use of open yard spaces for storage so as to affect the safety or appearance of the rented premises is not permitted.
3. Planting of all trees, shrubs or other plants must have written approval of Management.

Major Appliances

1. No major appliances, other than those provided by the Management are permitted in the dwelling without the prior written permission of Management.

STATE OF HAWAII
Department of Human Services
Hawaii Public Housing Authority

PROJECT RULES

This document sets for the Project Rules of KAMEHAMEHA HOMES for family dwellings, stating clearly the tenant's area of responsibility and those of the Hawaii Public Housing Authority. The Rules apply to all tenants, members of their family, their employees, agents or visitors. The following shall constitute enforceable Project Rules, despite the language in which the same may be expressed.

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STATE OF HAWAII
Department of Human Services
Hawaii Public Housing Authority

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Hawaii Public Housing Authority
RENTAL AGREEMENT

THIS RENTAL AGREEMENT, made and entered into this _____ day of_____, 20____, by and between the Hawaii Public Housing Authority, a public body and a body corporate and politic of the State of Hawaii, hereinafter referred to as "Management", and _____ _____, hereinafter referred to as "Tenant",

WITNESSETH THAT:

Management rents to Tenant the dwelling unit described below for the term, at the rental, and under the covenants and conditions stated herein.

1. DESCRIPTION OF THE DWELLING UNIT:
   Address: _____, being a _____bedroom unit in Building No._____ of Project _____ _____(name of project).

2. TERM AND RENTAL: The term of this Rental Agreement is for 12 month(s) effective_____ (occupancy date) to _____.
   The monthly rent effective_____is $_____. Rent is DUE and PAYABLE in advance on the first day of each month and shall be considered delinquent after the seventh (7) business day of the month. This Rental Agreement is and shall be renewed annually thereafter. This monthly rent will remain in effect unless it is changed as provided in Paragraph 9 below or this Rental Agreement is terminated. If the tenancy ends on a date other than the last day of a month, the rent shall be prorated to the last day of the tenancy. In addition to the monthly rent as specified, payment shall include amount of utility charges based on the current rate charged by Management for gas and/or electricity for utility consumption in excess of the allowance provided in Paragraphs 6 and 14(d) and other incurred charges. A tenant receiving welfare financial benefits authorizes Management to draw monthly rental payments directly from Tenant's EBT or bank account upon 30 days written notice to Tenant.

3. CHARGES: A late fee of $25.00 for rent paid after the seventh (7) business day of the month. In addition, a charge of $25.00 will be assessed against the Tenant for checks that are returned for non-sufficient funds (NSF) or checks written on a closed account. Management will consider the rent unpaid when a check is returned as NSF or a check is written on a closed account. Any payment received will be applied to the oldest charges in the Tenant's account with the exception of debts currently under a payment agreement.

4. SECURITY DEPOSIT: Security Deposit to be paid by Tenant shall be an amount not to exceed one month's rent before the utility allowance is deducted. The Security Deposit has not been paid or received as rent and shall not be treated by Tenant as a payment of or offset against rent. The Security Deposit shall be returned if Tenant performs in accordance with this Rental Agreement and surrenders the dwelling unit and all keys thereto and pays for all damages at the expiration of this Rental Agreement. If Tenant shall default in the performance of Tenant's covenants including the payment of rent, then and without waiving any other remedies available to Management, the Security Deposit shall be applied toward satisfaction of the rent, damages, including loss or removal of property, cleaning of the dwelling unit and other area assigned to Tenant for maintenance and upkeep and the restoration of these areas due to damage caused by the Tenant. Any refund under this Paragraph 4 should be made to Tenant within 14 days after the termination of this Rental Agreement. Security Deposit is determined and paid at initial occupancy of Tenant and shall remain the same throughout occupancy.

5. RENT AMOUNT

   (a) CHOICE OF RENT: Annual choice by Tenant. Once a year, Management must give Tenant the opportunity to choose between the two methods for determining the amount of rent payable monthly by Tenant. Tenant may choose to pay as rent either: (1) Flat rent: The flat rent is based on the market rent charged for comparable units in the private unassisted rental market. It is equal to the estimated rent for which Management could promptly rent the dwelling unit after preparation for occupancy. Under this choice, there will be no rent adjustments unless due to financial hardship the Tenant may choose to be switched to income-based rent. The Tenant may only choose flat rent at their annual re-examination. (2) Income-based rent: An income-based rent is a rent that is based on the Tenant's income and Management's rent policies for determination of such rents. Under the income-based rent, the monthly rental rate may be adjusted after the Tenant's annual reexamination of eligibility, when the Tenant's family composition changes or verification of income causes a change in rent.

   (b) MINIMUM RENT:
      (1) For Tenants that choose Income-based rent, the minimum rent is $50 per month. Management will grant an exemption from payment of minimum rent if the Tenant is unable to pay the minimum rent because of financial hardship attributable to:
         1. Loss of eligibility for or is awaiting eligibility determination for a federal, state, or local assistance program, except when the loss of eligibility is a result of sanctions imposed by the welfare agency for noncompliance with program requirements or fraud in

connection with the program;

2. The Tenant would be evicted because it is unable to pay the minimum rent, except when the inability to pay the minimum rent is a result of sanctions imposed by the welfare agency for noncompliance with program requirements or fraud in connection with the program;
3. The Family's income has decreased because of changed circumstances, including loss of employment;
4. A death in the Family;
5. Other circumstances as determined by Management or HUD.

(2) Management shall suspend the minimum rent requirement beginning the month following the Family's request for a hardship exemption, until Management determines whether there is a qualifying financial hardship, and whether the hardship is temporary or long-term.

(3) If Management determines that a qualifying financial hardship is temporary, Management will reinstate the minimum rent from the beginning of the suspension of the minimum rent 90 days after receiving the exemption request. A reasonable payment arrangement will be offered to ensure payment in full of any back charges.

(4) If Management determines a qualifying financial hardship is long term, the family will be exempt from the minimum rent requirements as long as the hardship continues. The exemption will apply from the beginning of the month following the family's request for a hardship exemption until the end of the qualifying financial hardship.

(5) If Management determines there is a long term or temporary qualifying financial hardship, the applicable rent shall be the rent as determined under income-based rent.

(6) If Management determines that there is no qualifying financial hardship exemption, Management will reinstate the minimum rent, including back rent owed from the beginning of the suspension. Tenant will be responsible for back charges within 90 days from the date of notification that no qualifying financial hardship was found.

6. UTILITIES: For Management-furnished utilities which vary by project, Management shall pay for and furnish said utilities in accordance with the applicable schedule of utility allowances. For Tenant-purchased utilities, Management shall provide an allowance in dollars for said utilities in accordance with the applicable schedules. Said schedules shall be posted in a conspicuous manner at the Property Management Office and notice will be sent to Tenant at least 60 days prior to the implementation date, and thereafter, furnished upon request. If Tenant is responsible for direct payment of utilities it must abide by any and all regulations of the specific utility company, and agrees to authorize the utility company to notify Management of Tenant's failure to pay the utility bill. Tenant's failure to maintain utility services during residency will be considered a Rental Agreement violation and grounds for Rental Agreement termination. Management shall charge Tenant for the consumption of excess utilities for Management-furnished utilities as provided in the schedule of utility allowances and charges for excess utilities as provided in the schedule of utility allowances and charges for excess utilities as posted in the Property Management Office. These charges shall be due and collectible the month in which the charge is made. Non-payment of excess utility charge(s) owed to the Management will be considered a Rental Agreement violation and grounds for Rental Agreement termination and collectible the month after the charge(s) is/are made.

7. USE AND OCCUPANCY: Tenant shall have the right to exclusive use and occupancy of the dwelling unit by the members of the household authorized to reside in the dwelling unit in accordance with the Rental Agreement. Tenant and authorized household members will be provided identification badges. Tenant and authorized household members must carry their identification badges at all times when entering and exiting the premises or Project.

Authorized Family Member(s):

Name	D.O.B.	Name	D.O.B.

8. GUESTS AND VISITORS:

(a) Tenant may have guests and visitors without prior written Property Management Office's consent on a limited basis not to exceed one (1) night. For periods exceeding one (1) night, prior written Management consent is required. Tenant is required to obtain temporary passes for their guests and visitors to enter the premises or Project. Tenant's failure to obtain prior consent from Management as required under this Paragraph 8 for use and occupancy of dwelling unit may result in termination of this Rental Agreement.

(b) Tenant shall be responsible for the conduct of Tenant's guests and visitors while they are on the premises, and may be subject to rental agreement termination for failure to ensure that their guests and visitors do not:

(1) Engage in the illegal use of a drug or give Management reasonable cause to believe that the illegal use of (or pattern of illegal use) of a drug or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other

tenants;
(2) Engage in criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants;
(3) Engage in any drug-related criminal activity on or off the premises;
(4) Threaten the health or safety of an employee, contractor, or agent of the authority or State;
(5) Violate the smoking prohibitions;
(6) Flee to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees;
(7) Violate a condition of probation or parole imposed under federal or state law; or
(8) Engage in willful damage to Management's property.

9. REPORTING CHANGES TO INCOME: Tenant shall report all changes to income within ten (10) business days from the date of occurrence of the change. At any time between required reexaminations, Management may initiate a re-determination of rent to correct errors or to investigate alleged undercharging because Tenant has submitted false information or has withheld valuable information or has made willful misstatements. When Management re-determines the amount of rent payable by the Tenant or determines that the Tenant must transfer to another dwelling unit based on family composition, Management shall notify the Tenant of specific grounds of the determination. If the Tenant does not agree with the determination, the Tenant has the right to request a hearing under the Grievance Procedure. Whenever there is a change in the monthly rent, Management will deliver to or mail to Tenant, a written notice reflecting the change. Decreases will be made retroactive only to correct an error. Retroactive rent increases will be made in case of failure to report changes, which would have resulted in rent increases. Retroactive increases may also be made if Tenant has been undercharged due to an error or misrepresentation on the part of Tenant or any occupant of the dwelling unit.

10. ELIGIBILITY REEXAMINATIONS AND RENTAL ADJUSTMENTS:
(a) Eligibility Reexaminations. Tenant shall participate in reexaminations in accordance with U.S. Department of Housing and Urban Development (HUD) Rules and Regulations. Management will notify Tenant when a reexamination of the Tenant's household income and composition is required to verify eligibility, dwelling size and rent to be paid. (24 CFR 960.209) Reexaminations occur annually but they may be scheduled earlier or later depending upon special circumstances described in the HUD Rules and Regulations. Immediately following completion of the reexamination, Tenant will be provided a written notice within a reasonable time concerning Tenant eligibility status and any change to be made in the rent or size of the dwelling unit occupied. Rent adjustments resulting from reexaminations will be effective the first of the month of the established reexamination date. A family found ineligible for continued occupancy will be required to vacate unless the ineligibility is due to noncompliance with the community service requirements.
(b) Interim Re-determination of Rent. At any time between required reexaminations, Tenant may initiate a special re-determination of rent when there is a change in Tenant's household circumstances (such as a decrease in income) which will decrease Tenant annual income for rent. In the event rent is decreased in accordance with this provision, Tenant agrees to report any further change within ten (10) business days that may occur prior to the next annual reexamination, which will increase Tenant annual income and rent. Interim decreases in rent will be effective the first day of the month following the month in which a change, which justifies a decrease, is reported to Property Management Office. Interim increases will be effective the first day of the second month following the month in which the change occurs.

11. BACK CHARGES.
(a) If the Tenant owes rent or other charges owed to Management in arrears, the Tenant shall pay in full these back charges within 90 days of receiving notice of the back charge. In the event the Tenant timely reports to Management a change in income and a back charge results from an increase in income, payment for any back charges are not due until 90 days from the date of a completed reexamination or interim rent adjustment. Failure to make payment in full of back charges will result in termination of the Rental Agreement.
(b) Management may, in its discretion, elect to negotiate a reasonable payment arrangement not to exceed six (6) months with the Tenant to ensure payment in full of the back charge. If Management does not agree to a payment arrangement, the Tenant is responsible for the full balance of the back charges within 90 days as required under subsection (a) of this paragraph.

12. MANAGEMENT'S OBLIGATIONS. Management's obligations under this Rental Agreement are:
(a) To maintain the dwelling unit and the Project in a decent, safe, and sanitary condition;
(b) To comply with requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety;
(c) To make necessary repairs to the dwelling unit;
(d) To keep Project buildings, facilities, and common areas, not otherwise assigned to the Tenant for maintenance and upkeep, in a clean and safe condition;
(e) To maintain in good and safe working order and condition electrical, plumbing, heating, ventilating, and other facilities and appliances, including elevators, supplied or required to be supplied by the Management;
(f) To provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of an individual Tenant's household members) for the deposit of garbage, rubbish and other waste removed from the dwelling unit by the Tenant;

(g) To supply running water and reasonable amount of hot water and reasonable amount of heat at appropriate times of the year (according to local custom and usage) except where the building that includes the dwelling unit is not required by law to be equipped for that purpose, or where heat or hot water is generated by an installation within the exclusive control of the Tenant and supplied by a direct utility connection; and

(h) To notify the Tenant of the specific grounds for any proposed adverse action by the Management. Such adverse action includes without limitation, a proposed Rental Agreement termination, transfer of the Tenant to another dwelling unit, or imposition of charges for maintenance and repair, or for excess consumption of utilities.

(i) Provide the Tenant the opportunity for a hearing under the Management's Grievance Procedure for a grievance concerning proposed adverse action.

13. TENANT'S OBLIGATIONS. Tenant shall:

(a) Not assign the Rental Agreement or sublease the dwelling unit (24 CFR 966.4(f)(1));

(b) Not provide accommodations for boarders or lodgers (24 CFR 966.4(f)(2));

(c) Use the dwelling unit solely as a private dwelling for the Tenant and the Tenant's household as identified in this Rental Agreement, and not to use or permit its use for any other purpose (24 CFR 966.4(f)(3)), including allowing an individual who is not part of the household to use the unit address as a residential address for any reason;

(d) Obtain Property Management Office's prior written consent to have guests and visitors exceeding one (1) night (Section 17-2028-59(b)(1), HAR);

(e) Not engage in legal profit making activities in the dwelling unit without prior written consent of the Management, upon Management's determination that such activities are incidental to primary use of the dwelling unit for residence by members of the household (24 CFR 966.4(d));

(f) Abide by necessary and reasonable regulations duly promulgated by Management as House Rules for the benefit and well-being of the housing Project, Management, and the Tenants. The Rules shall be posted in the Property Management Office, and incorporated by reference in the Rental Agreement (24 CFR 966.4(f)(4));

(g) Comply with all obligations imposed upon Tenants by applicable provisions of building and housing codes materially affecting health and safety (24 CFR 966.4(f)(5));

(h) Not commit or suffer any noise or nuisance to the disturbance of other Tenants of the Project;

(i) Observe all applicable laws, rules, regulations, and ordinances of governmental authorities that pertain to and establish standards for residential occupants, including refraining from possessing or keeping on any sidewalk or in any common area of Management premises any open container of intoxicating liquor (Section 281-78, HRS);

(j) Keep the dwelling unit and such other areas as may be assigned to the Tenant for the Tenant's exclusive use in a clean and safe condition, including allowing Management or Management's agents to enter the unit to complete necessary repairs or extermination (24 CFR 966.4(f)(6));

(k) Dispose of all ashes, garbage, rubbish, and other waste from the dwelling unit and common areas in a sanitary and safe manner, including refraining from littering in the common areas (24 CFR 966.4(f)(7));

(l) Maintain utility services at all times (Section 17-2028-59(b)(7), HAR);

(m) Use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning, if approved, and other facilities, equipment, and appurtenances including elevators (24 CFR 966.4(f)(8)), including not installing without prior written management approval any additional large electronic appliances such as refrigerators and freezers; air conditioners, ceiling fans, and other objects that may alter, deface, or damage the condition of the dwelling unit; and washers or dryers in a dwelling unit that does not have appropriate washer or dryer hookup connections;

(n) Refrain from, and cause household members, guests and/or visitors to refrain from destroying, defacing, damaging, or removing any part of the dwelling unit or Project (24 CFR 966.4(f)(9));

(o) Pay reasonable charges for any remediation or replacements required, or the repair of damages, other than for wear and tear, to the dwelling unit, or to the Project, including damages to Project buildings, facilities or common areas, caused by the Tenant, a member of the household, a guest, and/or a visitor (24 CFR 966.4(f)(10));

(p) Act, and cause household members, guests and /or visitors to act, in a manner which will not disturb other Tenants' peaceful enjoyment of their accommodations and will be conducive to maintaining the dwelling unit and Project in a decent, safe, and sanitary condition (24 CFR 966.4(f)(11));

(q) Assure that no Tenant, member of the Tenant's household, guest or visitor of the Tenant or member of the household or any other person under the Tenant's control engages in:

(1) Any criminal activity or conduct that threatens the health, safety or right to peaceful enjoyment of the premises by other residents;

(2) Any drug-related criminal activity on or off the premises; or

(3) The use of marijuana, even if its use is pursuant to a lawful prescription under state law (24 CFR 966.4(f)(12) & Section 17-2028-59(b & d), HAR).

Management is required to immediately seek termination of this Rental Agreement if it determines that any member of the household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing;

(r) Assure that no member of the household, guest and/or visitor of the Tenant or member of the household engages in an abuse or pattern of abuse of alcohol that affects the health, safety, or right to peaceful enjoyment of the premises by other Tenants (24 CFR 966.4(f)(12) & Section 17-2028-59(b), HAR);

(s) Not furnish false or misleading information concerning illegal drug use, alcohol abuse, or rehabilitation of illegal drug users or alcohol abusers (24 CFR 966.4(l)(5)(vi));

(t) Not knowingly allow individuals against which a valid trespass notice or warning has been served against, to enter or remain on the premises;

(u) Not engage in activity or conduct that threatens the health or safety of an employee, contractor, or agent of Management or the State and assure that no member of the household, or guest and/or visitor of the Tenant or member of the household threatens the health or safety of an employee, contractor, or agent of Management or the State (Section 17-2028-59(b)(5), HAR);

(v) Assure that no Tenant, member of the household, or guest and/or visitor of the Tenant or member of the household, or other person under the Tenant's control flees to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees (24 CFR 966.4(l)(5)(ii)(B) & Section 17-2028-59(b)(9), HAR);

(w) Not violate a condition of probation or parole imposed under federal or state law, and assure that no member of the household, or guest and/or visitor of the Tenant or member of the household, or other person under the Tenant's control violates a condition of probation or parole imposed under federal or state law (24 CFR 966.4(l)(5)(ii)(B) & Section 17-2028-59(b)(10), HAR);

(x) During the term of the tenancy, Tenant and members of the household shall refrain from being convicted of a felony related to Management's property or funds, the resident association or tenant association's property or funds, homicide, assault, terroristic threatening, firearms, dangerous weapons, kidnapping, sexual assault, extortion, burglary, unauthorized control of propelled vehicle, and criminal property damage (24 CFR 966.4(l)(2)(iii)(A) & Section 17-2028-59(b)(8));

(y) Not engage in willful damage to Management's property, and assure that no member of the family's household members, or any guest or visitor of the Tenant or other person under the Tenant's control engage in willful damage to Management's property (Section 17-2028-59(b)(11), HAR);

(z) Not have a record of conduct or behavior which may be detrimental to the Project, its tenants, or employees of Management;

(aa) Not commit or suffer any damage to the dwelling unit or any act that shall cause increase in the premiums for fire and other casualty insurance on the building;

(bb) Not make any alterations or additions to the dwelling unit or ground, including changing and/or installing of any additional locks, bolts, screws or other fixtures, or any decorations therein, which shall damage or deface the doors, windows, walls, floors, or ceilings. Decorations may include without limitation, seasonal decorations, lights, displays, satellite dish inside and outside, advertisements, mobiles, and stickers;

(cc) Not keep or permit to be kept any animal, as a pet or otherwise including pet-sitting, in or about the dwelling unit, without prior approval from the Management in accordance with the Pet Policy which is incorporated by reference;

(dd) Refrain from storing any unlicensed, inoperable or abandoned vehicle on the premises; any such unlicensed, inoperable, or abandoned vehicles will be removed from the premises at tenant's expense;

(ee) Tenant's adult household members, unless exempt, shall participate for at least eight (8) hours per month in community service or an economic self-sufficiency program. Non-compliance may result in denial of Rental Agreement renewal as required by HUD (24 CFR 966.4(l)(2)(iii)(D));

(ff) Provide family income, assets, employment, and composition information and documentation to enable Management to determine the family's rental rate and eligibility for continued occupancy; changes to family income, assets, employment, and family composition shall be reported within ten (10) business days (24 CFR 966.4(c));

(gg) Except for a newborn child, adoption, or court-awarded custody of a child, seek Management's approval of any addition of a family member, including a live-in aide, as an occupant of the unit, and not permit any person from joining or rejoining Tenant's family until Management verifies that the person meets the eligibility requirements and approves the addition of the family member as an occupant of the unit (24 CFR 966.4(a))

(hh) Be physically present and residing in the dwelling unit, and provide notice to Property Management Office when absent from the unit for more than two (2) days;

(ii) Agree to transfer to an appropriate size or type of dwelling unit based on Tenant's family composition and needs, upon notice by Management that such a dwelling unit is available (24 CFR 966.4(c)(3)). If Tenant refuses the offered dwelling unit, Management will evaluate the reason for the refusal. If Management determines there is no good cause for the refusal, Management may initiate termination of the Rental Agreement;

(jj) Surrender the dwelling unit to Management in good order and condition, except for ordinary wear and tear, and return all keys to the unit upon termination of the tenancy for any cause, including Tenant's notice to Management to vacate the dwelling unit, and nonrenewal of the Rental Agreement. Management will inspect the unit at the time Tenant vacates the unit and will furnish Tenant a statement of any charges to be made in accordance with the notice provisions of paragraph 14(d), unless Tenant vacates without notice to Management. Any personal property left on the premises when Tenant leaves, abandons, or surrenders the unit shall be considered abandoned and will be stored for 30 days and disposed of by Management at Tenant's expense.

14. MUTUAL COVENANTS: Management and Tenant mutually agree as follows:

(a) Tenant shall keep Tenant property, including vehicle, household furniture, personal effects and valuables in the dwelling unit and on the premises at Tenant's risk, and Management shall not be liable for loss or any damage thereto by theft, fire, water or any other cause.

(b) Management shall not be liable to Tenant or any other person for the temporary failure of the gas, electric or water service, or from failures or breakdown of any appliance or equipment, not caused by any act or omission of Management. If any of the electrical and other appliances and equipment furnished for the use of Tenant shall become unserviceable, Management shall have a reasonable time after notification to determine whose responsibility it is, and have the same repaired or replaced.

(c) In the event the dwelling unit is damaged to the extent that conditions are created which are hazardous to the life, health or safety of Tenant, the following provisions shall apply:
  (i) Tenant shall immediately notify Management of the damage.
  (ii) Management shall be responsible for repair of the unit within 48 hours, provided that if the damage was caused by Tenant, or Tenant's household members and/or guests and/or visitors; reasonable cost of repairs shall be charged to Tenant;
  (iii) Management shall offer standard alternative accommodations, if available, in circumstances where necessary repairs cannot be made within 48 hours; and
  (iv) In the event that repairs are not made or alternative accommodations are not provided within 48 hours, Tenant may request abatement of rent in proportion to the seriousness of the damage and loss in value as a dwelling unit, which proportion shall be determined by mutual agreement of Tenant and Management, or through the Grievance Procedure, except that no abatement of rent shall occur if Tenant rejects the alternative accommodation or if the damage was caused by Tenant, Tenant's household members and/or guests and/or visitors.

(d) Schedules of special charges for services, repairs and utilities and rules and regulations that are incorporated by reference herein shall be publicly posted in a conspicuous manner in the Property Management Office and shall be furnished to Tenant upon request. Such schedules and rules and regulations may be modified from time to time and Management shall give at least 30 days written notice to Tenant setting forth the proposed modifications, if applicable to Tenant, and the reasons therefore. Management shall provide Tenant an opportunity to present written or oral comments, in accordance with federal regulations and state laws governing public comment, which shall be taken into consideration prior to proposed modifications becoming effective. A copy of such notice shall be:
  (i) Delivered directly or mailed to Tenant; or
  (ii) Posted in at least three (3) conspicuous places within each structure or building in which the affected dwelling unit is located, as well as in a conspicuous place in the Property Management Office.

(e) Acceptance of payment by Management shall not be deemed a waiver by it or of any prior breach by Tenant;

(f) If the rent or any amount hereunder is not paid within ten (10) business days of Rental Agreement termination date, Management may employ a collector and/or attorney to collect the same, and Tenant will pay a reasonable attorney's fee or commission not exceeding 25% of the unpaid principal balance together with all costs and interest at the maximum percentage allowable by State Law per annum until the amount is paid in full.

(g) Management shall not be liable to Tenant or to any occupant of the dwelling unit for its family member (s), employee(s), agent(s), visitor(s) or guests or any of them, for any loss or damage caused by or arising out of acts, omissions or neglect of Tenant or any occupant of the dwelling unit, and Tenant shall hold Management harmless from any and all claims for such loss or damage.

(h) All grievances arising under this Agreement shall be processed as described in the Grievance Procedure in effect at the time the grievance is filed. The current Grievance Procedure is available in the Property Management Office and is incorporated herein by reference.

(i) Any modification of this Rental Agreement shall be accomplished by a written supplemental Rental Agreement executed by both parties except for adjustment in rent under Paragraph 9.

(j) In case this Rental Agreement is executed by more than one person as Tenant, the provisions herein shall bind them jointly and severally.

15. NO SMOKING: Smoking is prohibited in all dwelling units, common areas, and community facilities in and around the premises, including the area within 20 feet of any entrance, exit, window, and ventilation intake that serve an enclosed or partially enclosed area where smoking is prohibited, unless specifically provided otherwise by Management. Repeated violations may lead to termination of the Rental Agreement.

16. PRE-OCCUPANCY AND PRE-TERMINATION INSPECTION: Management and Tenant mutually agree as follows:
  (a) Both Management and Tenant shall inspect jointly the dwelling unit prior to commencement of occupancy by the Tenant. Management will furnish the Tenant with a written, move-in statement of the condition of the dwelling unit, and the equipment provided with the dwelling unit. The statement shall be signed by both Management and the Tenant; a copy of the statement shall be retained by Management in the Tenant's folder.
  (b) Management shall inspect the dwelling unit at the time the Tenant vacates the dwelling unit, and furnish the Tenant a statement of any charges to be made, if any. Tenant may participate in this inspection unless the tenant vacates without notice to Management.

17. ENTRY OF DWELLING UNIT DURING TENANCY: Management shall upon reasonable advance notification to the Tenant be permitted to enter the dwelling unit during regular business hours to inspect the condition, or to make necessary improvements or repairs or to show the dwelling unit for re-leasing:

(a) A written statement specifying the purpose of the entry delivered to the dwelling unit at least 48 hours before such entry shall be considered reasonable advance notification;
(b) Management may enter the dwelling unit at any time without advance notification when there is reasonable cause to believe that an emergency exists;
(c) In the event that the Tenant and all adult members of Tenant's household are absent from the dwelling unit at the time of entry, Management shall leave in the dwelling unit a written statement specifying the date, time and purpose of entry prior to leaving the dwelling unit.
(d) When Tenant calls to request maintenance on the unit, Management will attempt to provide such maintenance at a time convenient to Tenant. If Tenant is absent from the dwelling unit when Management comes to perform maintenance, Tenant's request for maintenance shall constitute permission to enter.

18. NOTICE PROCEDURES: Notice shall be provided as follows:
(a) Notice to Tenant shall be in writing and delivered to the Tenant or to a Tenant's adult member of the household residing in the dwelling unit, or sent by prepaid first-class mail properly addressed to the Tenant. If Tenant is visually impaired, Tenant may request all notices in an accessible format; and
(b) Notice to the Management shall be in writing, delivered to the Property Management Office or to the Management Central Office during regular business hours, or sent by prepaid first-class mail properly addressed.

19. TERMINATION OF RENTAL AGREEMENT:
(a) Grounds for termination of rental agreement. Management may terminate the rental agreement only for:
(1) Serious or repeated violation of material terms of the Rental Agreement, such as:
(i) Failure to make rent and other charges due under the Rental Agreement (i.e. excess utilities and maintenance) when due;
(ii) Repeated chronic late payment of such amounts; and
(iii) Failure to fulfill Tenant's obligations under this Rental Agreement.
(2) Other good cause. Other good cause includes without limitation, the following:
(i) Criminal activity or alcohol abuse;
(ii) Discovery after admission of facts that made the Tenant ineligible;
(iii) Discovery of false statements and/or fraud documents by the Tenant or Tenant's household members in connection with an application for assistance, with reexamination of income, or at any other time;
(iv) Discovery that Tenant or any member of the Tenant's household is subject to a lifetime registration requirement under a State sex offender registration program.
(v) Exceeds the income limit based on occupancy size established by HUD and posted separately in the Property Management Office, or is otherwise ineligible for continued occupancy;
(vi) Failure to accept Management's offer of a Rental Agreement revision to an existing Rental Agreement that is on a form adopted by the Management in accordance with 24 CFR 966.3, with written notice of the offer of revision at least 60 calendar days before it is scheduled to take effect, and the reasonable time limit within that period for acceptance by the Tenant;
(vii) Felony conviction relating to Management's property or funds, the resident association or tenant association's property or funds.
(viii) Refusal to move as required under paragraph 21(a) on Unit Changes.

(b) Management will immediately seek termination of this Rental Agreement for criminal activity or alcohol abuse as described in Paragraph 13.
(c) Management has the discretion to consider all the circumstances and effects of the violation.

20. RENTAL AGREEMENT TERMINATION NOTICE:
(a) The Rental Agreement may be terminated by Management at any time by giving written notice for serious or repeated violation of material terms of the Rental Agreement, as follows:
(1) Fourteen (14) calendar days in the case of nonpayment of rent or other charges due under this Rental Agreement in full when due; provided that in the case of nonpayment of minimum rent during the 90-day period beginning the month following the family's request for a financial hardship exemption pursuant to paragraph 5(b) above.
(2) A reasonable period of time considering the seriousness of the situation but not to exceed 30 calendar days:
(i) If the health or safety of other Tenants, Management's employees, or persons residing in the immediate vicinity of the premises is threatened; or
(ii) If any member of the household has engaged in any drug-related criminal activity or violent criminal activity; or
(iii) If any member of the household has been convicted of a felony;
(3) Thirty (30) calendar days in all other cases, except if a State or local law allows a shorter notice period, such shorter period shall apply.
(4) The notice of proposed termination shall state reasons for the proposed termination of this Rental Agreement, shall inform Tenant of Tenant's right to make such reply as Tenant may wish, of Tenant's right to request a hearing in accordance with the Grievance Procedure, and Tenant's right to examine and copy at Tenant's expense, Management's documents directly

relevant to the termination or eviction. Tenant shall be entitled to a hearing in accordance with the Grievance Procedure before the termination of this Rental Agreement becomes final.

(b) Tenant shall terminate the Rental Agreement by, before quitting the dwelling unit, giving Management written notice of intention to do so at least 28 calendar days before vacating the dwelling unit.

21. UNIT CHANGES

(a) Management may require Tenant to transfer to another dwelling unit at its discretion, as may be authorized under Section 17-2028-57, HAR:
   (i) To prevent overcrowding or underutilization;
   (ii) To preserve the specific purpose for which a project or unit was developed or designed;
   (iii) In an emergency where conditions of the unit, building, or project poses immediate, verifiable threat to life, health, or safety of the family or another family;
   (iv) For administrative reasons including permitting modernization, renovation, or rehabilitation work, and making units with special features available to families who require those features; and
   (v) For economic reasons affecting Management.

(b) Management may permit Tenant to transfer to another dwelling unit owned and/or managed by Management as authorized under Section 17-2028-57, HAR. If Tenant refuses an offered dwelling unit without good cause, the request will be cancelled. Transfers may not be offered or denied when:
   (i) Tenant is delinquent in rent, unless Tenant has entered into an approved payment agreement; or
   (ii) Tenant is not in good standing with Management due to eviction proceedings being initiated or in the process for Rental Agreement violations.

(c) Any move-out charges incurred by Tenant will be posted to the new dwelling unit at the "gaining" development.

22. COMMUNITY SERVICE REQUIREMENT: Each adult Tenant and adult family member, other than an exempt individual, shall perform community service or participate in an economic self- sufficiency program in accordance with 24 CFR Subpart F, 960.600 through 960.609. If during reexamination Tenant and other adult family members, who do not have exempt status, is/are found to be non-compliant, then Management is prohibited by HUD from renewing the Rental Agreement. Please refer to the attached Community Service Policy.

23. DOCUMENTS INCORPORATED BY REFERENCE: This Rental Agreement includes the following documents attached hereto and incorporated by reference herein:

1) Project Rules	___	4) Community Service Policy	___
2) Grievances Procedures	___	5) Violence Against Women Act (VAWA)	___
3) Pet Policy	___	6) Transfer Policy	___

Tenant acknowledges receipt of a copy of the House Rules. The Rules may be amended from time to time. Any such amendment shall be effective ten (10) business days after a copy thereof is conspicuously posted in the Property Management Office, and delivered to Tenant or mailed to Tenant at the address of the dwelling unit.

IN WITNESS WHEREOF, the parties hereto have executed this Rental Agreement in duplicate as of day and year first above written.

HAWAII PUBLIC HOUSING AUTHORITY

By: _____
Property Manager

_____ _____
Tenant Date

_____ _____
Co-Tenant Date

We hereby acknowledge receipt of the above document provided in _____ (fill in language) which is our primary language.

_____(Tenant Initials) _____(Co-Tenant Initials)

STATE OF HAWAI'I

Holidays to be observed in 2026 and 2027

2026 HAWAI'I STATE HOLIDAYS

(Hawaii Rev. Statutes, Sec. 8-1)	Day Observed in 2027	Official Date Designated in Statute/Constitution
New Year's Day	January 01, Thursday	The first day in January
Dr. Martin Luther King, Jr. Day	January 19, Monday	The third Monday in January
Presidents' Day	February 16, Monday	The third Monday in February
Prince Jonah Kūhiō Kalaniana'ole Day	March 26, Thursday	The twenty-sixth day in March
Good Friday	April 3, Friday	The Friday preceeding Easter Sunday
Memorial Day	May 25, Monday	The last Monday in May
King Kamehameha I Day	June 11, Thursday	The eleventh day in June
Independence Day	July 3, Friday	The fourth day in July
Statehood Day	August 21, Friday	The third Friday in August
Labor Day	September 7, Monday	The first Monday in September
General Election Day	November 3, Tuesday	The first Tuesday in November following the first Monday of even numbered years. (*Hawai'i State Constitution, Article 2 – Section 8)*
Veterans' Day	November 11, Wednesday	The eleventh day in November
Thanksgiving	November 26, Thursday	The fourth Thursday in November
Christmas	December 25, Friday	The twenty-fifth day in December

2027 HAWAI'I STATE HOLIDAYS

(Hawaii Rev. Statutes, Sec. 8-1)	Day Observed in 2027	Official Date Designated in Statute/Constitution
New Year's Day	January 01, Friday	The first day in January
Dr. Martin Luther King, Jr. Day	January 18, Monday	The third Monday in January
Presidents' Day	February 15, Monday	The third Monday in February
Prince Jonah Kūhiō Kalaniana'ole Day	March 26, Friday	The twenty-sixth day in March
Good Friday	March 26, Friday	The Friday preceeding Easter Sunday
Memorial Day	May 31, Monday	The last Monday in May
King Kamehameha I Day	June 11, Friday	The eleventh day in June
Independence Day	July 5, Monday	The fourth day in July
Statehood Day	August 20, Friday	The third Friday in August
Labor Day	September 6, Monday	The first Monday in September
Veterans' Day	November 11, Thursday	The eleventh day in November
Thanksgiving	November 25, Thursday	The fourth Thursday in November
Christmas	December 24, Friday	The twenty-fifth day in December

FOOTNOTES: For use solely by State government agencies. Federal government and local banking holidays may differ. For State agencies that operate on other than Monday-Friday 7:45 AM to 4:30 PM schedules, also refer to appropriate collective bargaining agreements. Created by the Department of Human Resources Development 01/12/2026. Subject to change.

SAMPLE FORMAT
Section 463-10.5, HRS, License and Experience List*
IFB PMB-08-2026

Bidder's Name: _____ **Guard Agency Lic#:** _____

Security's Supervisor's Name	Principal License No.	No. of Years Experience in Law Enforcement and Security Services, as applicable	No. of Years of Experience with Bidder
Security Officer Name	**Guard License No.**	**No. of Years Experience in Law Enforcement and Security Services,**	**No. of Years of Experience with Bidder**

*The HPHA may request for proof of evidence as necessary. Proof of evidence shall be submitted to the HPHA within two (2) business days upon request.

BID SUBMITTAL CHECKLIST

IFB PMB-08-2026

SECURITY SERVICES FOR PUUWAI MOMI UNDER ASSET MANAGEMENT PROJECT 30 AND KAMEHAMEHA HOMES AND KAAHUMANU HOMES UNDER ASSET MANAGEMENT PROJECT 33 ON OAHU

The following checklist is provided as a reference for bid submittal. The Bidder shall be responsible for complying with all aspects of bid submission requirements. The HPHA shall not be responsible for other pertinent IFB information not listed below:

- ☐ 1. Wage Certificate
- ☐ 2. Bid Offer Form (original signature required)
- ☐ 3. Corporate Resolution indicating authorized signer for bid and contractual documents.
- ☐ 4. Certification and Representations of Offerors, Form HUD 5369-C
- ☐ 5. Section 463-10.5, HRS License and Experience List
- ☐ 6. Submit bid offer in a sealed envelope identified with IFB No. PMB-08-2026, bidder's legal name, business address, phone number, and address it to the attention of the IFB Coordinator.