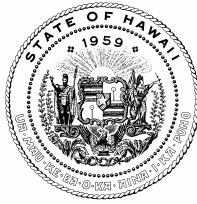


LINDA LINGLE
GOVERNOR

JAMES R. AIONA, JR.
LIEUTENANT GOVERNOR



LAWRENCE M. REIFURTH
DIRECTOR

NOE NOE TOM
LICENSING ADMINISTRATOR

STATE OF HAWAII
REAL ESTATE BRANCH
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
KING KALAKAUA BUILDING
335 MERCHANT STREET, ROOM 333
HONOLULU, HAWAII 96813
<http://www.hawaii.gov/hirec>
hirec@dcca.hawaii.gov

MEMORANDUM

TO: Real Estate Salespersons

FROM: Real Estate Commission

SUBJECT: PROCEDURES FOR DIFFICULTIES WITH RELEASING BROKER ON THE CHANGE FORM OR EXPERIENCE STATEMENT BY BROKER

1. Fill out your portion of the Change Form or Experience Statement.
2. Draft a cover letter to your releasing broker requesting release and signature on the Change Form or a letter to the broker to complete and sign the experience statement, with a deadline of ten (10) days after receipt.
3. Mail by certified mail the Change Form or Experience Statement, with your cover letter, to the broker. Reproduce copies of the cover letter, Change Form, or Experience Statement for your records.
4. Upon receipt of the certified mail receipts, wait ten (10) calendar days after the date of the acceptance of the certified mail.
5. After ten (10) calendar days, if you have not received the completed form back, submit to the Commission's Office the certified mail receipts, copies of the cover letter, the form and a short explanation of events.
6. If you receive the certified mail back as undeliverable, submit to the Commission Office the undeliverable certified mail, with its contents, and a short explanation of the events that took place.

All items should be submitted to the Commission's Office at:

Real Estate Branch
Attention: Executive Officer
P&VLD/DCCA
King Kalakaua Building
335 Merchant Street, Room 333
Honolulu, HI 96813
Telephone: (808) 586-2643