



Condominium Project Registration

Reminders Real Estate Commission Memorandum 2025 (2/5/25)

The information provided here is intended to provide developers, including where applicable, their attorneys and agents, as well as interested others with supplemental information in the form of reminders about the condominium project registration process.*

This memo revises the 2020-2 memorandum regarding electronic submission during the COVID-19 temporary shutdown.

For the foreseeable future, the Hawaii Real Estate Branch will accept electronic submission of applications for a developer's public report, pursuant to the following guidelines:

The submission must be electronic in **Adobe PDF format** with each [indexed section linked sequentially in the bookmark tab](#). Submissions in Word, JPEG, or any other format will be rejected.

Submissions must be **emailed** in three separate PDF files to CONDO@DCCA.HAWAII.GOV

- 1) The draft developer's public report (supplementary, amendments, amended, new chapter 514B, HRS, filings)
- 2) Supporting documents, including relevant checklists, transmittal letter, declarations, bylaws, escrow, title report, any county letters, bonding agreements, etc.
 - a. If the pdf exceeds 15 megabytes, you may split this file into multiple PDFs, properly labeled in sequential order.
 - b. Include a scan of the payment mailed to the office.
- 3) Map(s) (if relevant)

Physically mail or deliver a **personal or business check, money order, or cashier's check** for the appropriate fee payable to the Department of Commerce and Consumer Affairs at: Real Estate Branch, 335 Merchant Street, Room #333, Honolulu, Hawaii 96813 along with a transmittal letter explaining that it is for payment for a developer's public report and the name of the project. Department adjustments made during the shutdown now allow for checks to be accepted.

Should the assigned consultant prefer hard copies for review, we will instruct you where and when to mail your assigned consultant such copies.

Developers shall submit a hard copy of the reviewed final registration packet for the Branch's records in a pressboard folder.

**** The provided information is unofficial, informal, and non-binding on the Real Estate Commission and is being provided pursuant to §16-201-92, Hawaii Administrative Rules. Please contact the Real Estate Commission at (808) 586-2643 or at Hirec@dcca.hawaii.gov between 7:45 AM and 4:30 PM, Monday through Friday and your attorney for more information.***