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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>

April 23, 2021

MEMORANDUM

TO: Association of Unit Owners (AOUO)

FROM: Real Estate Commission (Commission)

SUBJECT: Change of Information on the Condominium Association Registration Application

It is important that the information on your Condominium Association Biennial Registration Application is correct.

Many individuals and groups, including the Commission, legislators, unit owners and board members, condominium managing agents, prospective purchasers, lending institutions and title companies rely on the association registration for current information. For this reason it is important that the information on the registration form remain current and is reliable. Current contact information and addresses are especially important.

The law requires that the AOUO immediately report in writing to the Commission any changes to the information contained in the registration or re-registration application, on the evidence of fidelity bond coverage, or on any other documents requested by the Commission. Failure to do so may result in termination of the registration and require the AOUO to register again and pay additional fees.

Enclosed is a Condominium Association Information Update Form to report changes. Please indicate the change(s) on the enclosed form. Feel free to copy the form and use it for reporting any future changes.

Your continuing cooperation and assistance in these matters are appreciated.

CONDOMINIUM ASSOCIATION INFORMATION UPDATE FORM

All information provided is public information. Changes are to be made by an officer of the condominium association. Please use a typewriter or print legibly in black ink. There is no fee to submit this form.

Submit completed form to: DCCA – P&VLD
Real Estate Commission
335 Merchant Street, Room 333
Honolulu, HI 96813

Name of Condominium Association: _____ Registration #: _____

The information provided on this form is current as of _____ and replaces the information previously provided to the Real Estate Commission ("Commission").

Please indicate the change being reported:

☐ Names and positions of the officers of the association (President, Secretary and Treasurer required):

☐ Designated officer of the association who can be contacted directly:

Name: _____ Title: _____

Officers Public Address: _____

Email Address: _____ Telephone Number: _____

☐ Management status: (Check ONE only and fill in corresponding information)

☐ Self-managed by the Association of Unit Owners (AOUO)

Name of Manager: _____ Title: _____

Address: _____

Email Address: _____ Telephone Number: _____

☐ Managed by Condominium Managing Agent

Name: _____ RB License Number: _____

Contact Person: _____ Title: _____

Address: _____

Email Address: _____ Telephone Number: _____

☐ Contact designation (individual) to receive all AOUO correspondence (except bulletins) and telephone calls from the Commission:

Name of Manager: _____ Title: _____

Address: _____

Email Address: _____ Telephone Number: _____

Individuals with special needs may request this material by calling the State of Hawaii Real Estate Commission at 586-2644.

☐ Individual responsible for policy to provide reasonable access to persons authorized to serve civil process:

Name: _____ Telephone No.: _____

Title: _____

Alternate Name: _____ Telephone No.: _____

Title: _____

I certify that I am authorized to sign this form on behalf of this condominium association, and that the information provided is true and correct.

Signature of association officer, developer or 100% sole owner of condominium project

Check one only:

Print Name

Date

- ☐ President ☐ Vice - President ☐ Secretary ☐ Treasurer
☐ Developer or Developer's Agent registering for unorganized association
☐ 100% Sole Owner of Condominium Project