



Learn more about the Real Estate Branch (REB) of the Department of Commerce and Consumer Affairs

Check out the REB website www.hawaii.gov/hirec for more information and some frequently asked questions.

- What services does the REB provide to the condominium community?
- Where can I get help with association disputes?
- What laws apply to my condominium association?
- How do I get a copy of my association documents?
- How do I obtain a real estate license?
- What are the laws and rules for real estate licensees?

Real Estate Branch

About Us

The Real Estate Branch, as part of the Professional and Vocational Licensing Division, assists the Real Estate Commission in carrying out its responsibility for the education, licensure and discipline of real estate licensees; registration of condominium projects, condominium associations, condominium managing agents, and condominium hotel operators; and intervening in court cases involving the real estate recovery fund.

Subscribe

Receive emails on relevant condominium educational materials. Sign up now at <http://cca.hawaii.gov/reb/subscribe/>

Contact Us

Condominium Hotline: 808-586-2644
Hours: 9:00 AM – 3:00 PM
Email: hirec@dcca.hawaii.gov
Web: www.hawaii.gov/hirec

This brochure is for informational purposes only and not intended for the purpose of providing legal advice. Information provided is subject to change.



CONDOMINIUM: REQUESTING CONDOMINIUM DOCUMENTS FROM THE REAL ESTATE BRANCH

Real Estate Branch
335 Merchant Street #333
Honolulu, HI 96813

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*Real Estate Branch
Department of Commerce and
Consumer Affairs*

May 2025



What Documents Can I Request?

Frequently requested condominium documents include the association contact lists and the application for a Developer's Public Report ("DPR").

The application for the DPR contains a large amount of information, including, but not limited to, the recorded declaration, bylaws, and map at the time of submission, sample sales contracts, estimated maintenance fees, title reports, escrow agreements, organizational documents, broker listing agreement, county letters, and other materials.

How Do I Request the DPR Application?

Complete the [Office of Information Practice's](#) ("OIP") "Request to Access a Government Record" and submit it to this office. Please be specific about which documents within the application you are requesting, as there is a charge of \$0.25 per page, in addition to search and redaction costs. Many of these applications are voluminous, and reproduction costs may run into the hundreds of dollars. Save money by requesting only the specific documents you require.

Furthermore, should you request maps that exceed the office's scanning or copying capabilities, you will be responsible for the cost of duplication at a nearby printing and copy shop.

What If I Don't Know Which Exact DPR Documents I Need?

You may request an appointment to visit our office to examine the application(s) in person, and then submit an OIP request for copies of the documents you wish to obtain.

Please note that staff may need to redact certain private information from the application file prior to your examination.

What Documents Does the Real Estate Branch Not Maintain?

The Real Estate Branch ("REB") does not maintain private association documents such as contracts, financial statements, budgets, ledgers, or reserve studies. These documents must be requested from your board or managing agent. The REB also does not maintain current versions of the declaration, bylaws, or maps. Visit the [Bureau of Conveyances](#) for the most up-to-date governing documents.

In accordance with State policy, the REB destroys applications for a DPR after the report has been maintained for ten years. However, the DPR and any amendments are maintained in perpetuity for public record and are available on our website at no cost.

What Other Documents Are Available Online for Free?



The REB maintains the [minutes and agendas](#) of the Hawai'i Real Estate Commission

meetings dating back to 1979. It also maintains the most recent [biennial registration](#) for association of unit owners ("AOUO"), as well as the [AOUO contact list](#).

Every DPR with an issued an effective date is also listed in the REB's [database](#), allowing users to examine DPRs for all projects from 1962 to the present.

The REB also hosts a wide range of educational material for both [developers](#) and [owners on its website](#).