

Real Estate Commission Bulletin



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The Online Express Change Broker Request Is Up And Running! Are You Ready To Use it?

The Real Estate Branch is pleased to announce the online **Express Change Broker Request** ("ECBR") is up and running and continues to receive positive reviews!

The new ECBR allows licensees to submit their change broker requests through their MyPVL (mypvl.dcca.hawaii.gov) account. Releasing brokers and hiring brokers will receive notifications via email and can respond to change broker requests electronically.

This electronic method offers an alternative to the manual paper "Change Form – Real Estate" that must be submitted to the Professional and Vocational Licensing Division's Licensing Branch ("LB"). The ECBR allows licensees to transfer from their current broker/brokerage to another in a fraction of the time.

To utilize the online Express Change Broker Request, you must first:

- Log in to your MyPVL Account at mypvl.dcca.hawaii.gov

You will notice that MyPVL has an updated interface called myHawaii. If this is your first time logging in to this updated system, you will be required to verify your email address. In addition, myHawaii has updated their password criteria, therefore, if your original (eHawaii) password credentials do not meet myHawaii's requirements, you will need to update your password as well.

- Next, confirm that your email address is correct. All correspondence and confirmations related to your ECBR are sent to the email address linked to your MyPVL account.

If your email address is incorrect, see step-by-step instructions to update your email address on the next page.

- Confirm your current brokerage information is correct.

If your current broker/brokerage information is incorrect, contact the LB at 808-586-3000 or via email at pvlrecords@dcca.hawaii.gov to report the discrepancy.

The Online Express Change Broker Request Is Up and Running! Are You Ready to Use it? (cont. from page 1)

INSTRUCTIONS TO UPDATE YOUR EMAIL ADDRESS:

After logging in to your MyPVL Account (mypvl.dcca.hawaii.gov)

MyPVL
DCCA Professional Vocational Licensing

Home

Login [Signup](#)

An eHawaii account is the free, single-sign-on account to access ehawaii.gov services. Do you need to setup an account? [Sign up for an eHawaii account.](#)

EHawaii SignOn

[Forgot Password?](#)

What is MyPVL?

MyPVL is a new home for all PVL licensees to access information and services 24/7 from a single dashboard.

To access MyPVL, "Sign Up" for a free eHawaii.gov Account to get started or "Log In" with your existing eHawaii.gov account.

You will notice that MyPVL has an updated interface called myHawaii. If this is your first time logging in to this updated system, you will be required to verify your email address and the system may also require you to update your password. Follow the prompts as requested:

myHawaii
Your web service portal to interact with Hawaii government online

Enter your email address

If this is your first time using the service with the email address you enter, you will be prompted to create a new account.

Sign in with Google

or

Email Address

Next

The Chair's Message

Aloha kakou,

I am grateful to those who have been faithfully reading The Chair's Message. A number of you have sent me positive feedback via text and email. Responses have come from all islands – many of you I know, and others I have yet to meet. Thank you and keep them coming.

A handful of you have asked why I write about improving oneself, practicing good habits, and taking time to reflect. A few even questioned my statement about licensees making a difference. Why have I been writing about those things? Well, let me tell you.

A professional real estate licensee can make a positive impact on a person's life, and I want you to be the professional who does just that. Shelter is a necessity. Owning a home is a gift – a gift that not only provides shelter, but it also offers security and a place for new beginnings. I want licensees to be gift-givers who put smiles on people's faces. What you do makes a real difference.

Since sitting on the Commission, I noticed a disparity between the number of licensees and the number of sales. While there are over 16,000 licensees, only about 1,000 sales are made each month. I am no math whiz, but those numbers are not something to be proud of and there is room for improvement. Imagine if 16,000 licensees had no desire to grow, learn, and improve. Without a shared commitment to continuous improvement, our profession would stagnate, the public would not have faith in us as professionals, and our industry would suffer.

Now, imagine 16,000 individual licensees making a positive difference in people's lives and treating our profession with the respect it deserves. Imagine if good habits were practiced: explaining all documentation, formalizing every agreement in writing pursuant with HAR §16-99-3(f), and prioritizing clear communication. Envision taking the time to reflect both personally and professionally. By reflecting, trouble may be avoided and will allow our real estate business to be conducted with a high level of integrity. Now, this is an industry everyone would want to belong to. This is a profession that would garner respect.

I want all of you to do well. I do not want to just imagine – we must move beyond imagination and focus on action. I want to see the numbers improve, with licensees not just surviving, but thriving. This is how we can empower the Hawaii real estate industry to flourish. I want our industry to become a catalyst to jump-start Hawaii's struggling economy. By improving our collective skills and finding ways to place more families into homes, we can make a positive difference. This is more than a financial goal; it's a way to keep families together and in Hawaii.

Can I count on you to grow, learn, and improve?

You can do it! I know you can.

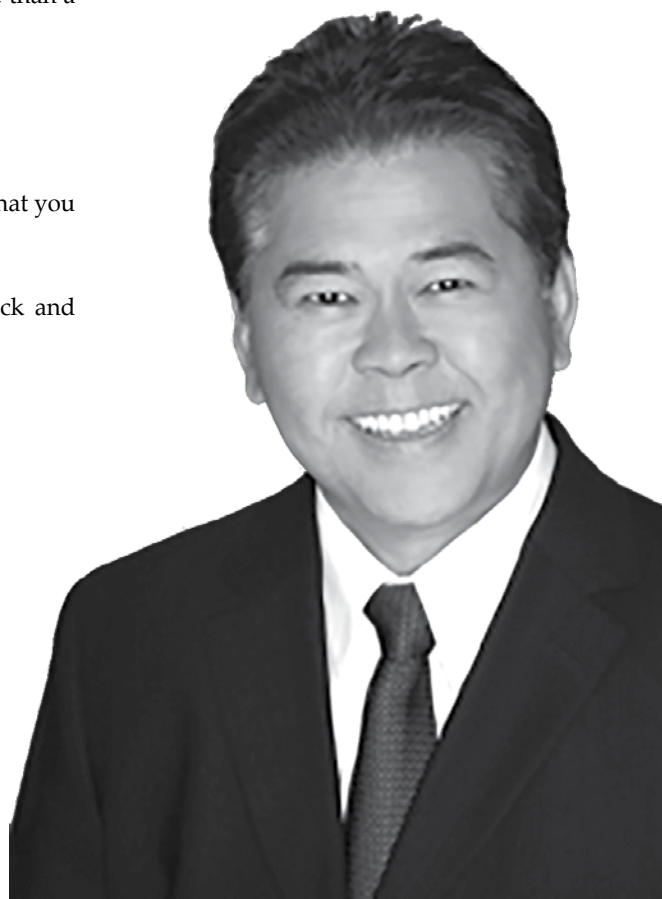
This Thanksgiving let's remember the importance of giving. I am humbly asking that you practice kōkua and help those who are less fortunate in any way you can.

I wish you a Happy Thanksgiving filled with gratitude and purpose! Good luck and Godspeed to us all.

Mahalo Nui Loa,

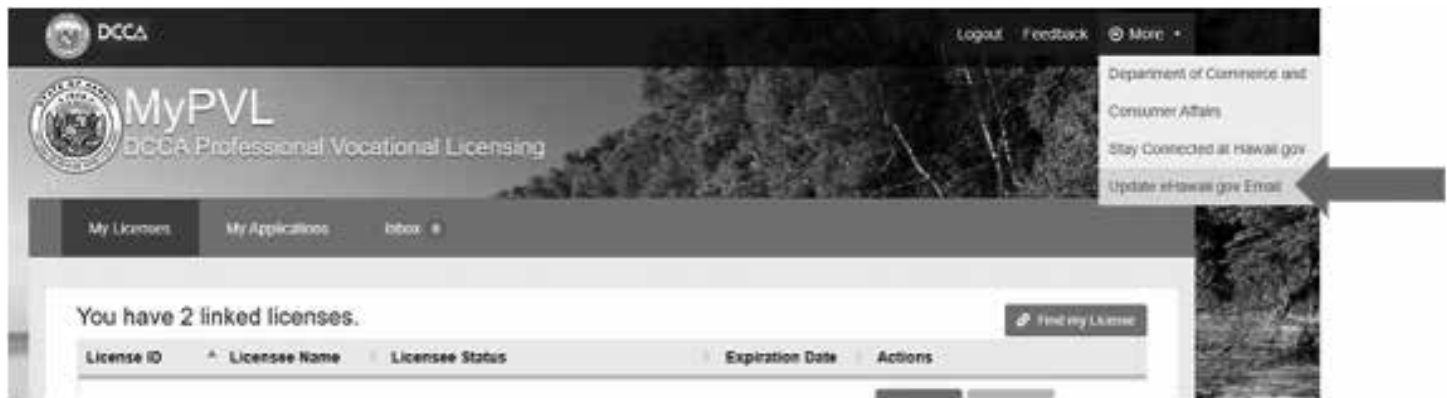
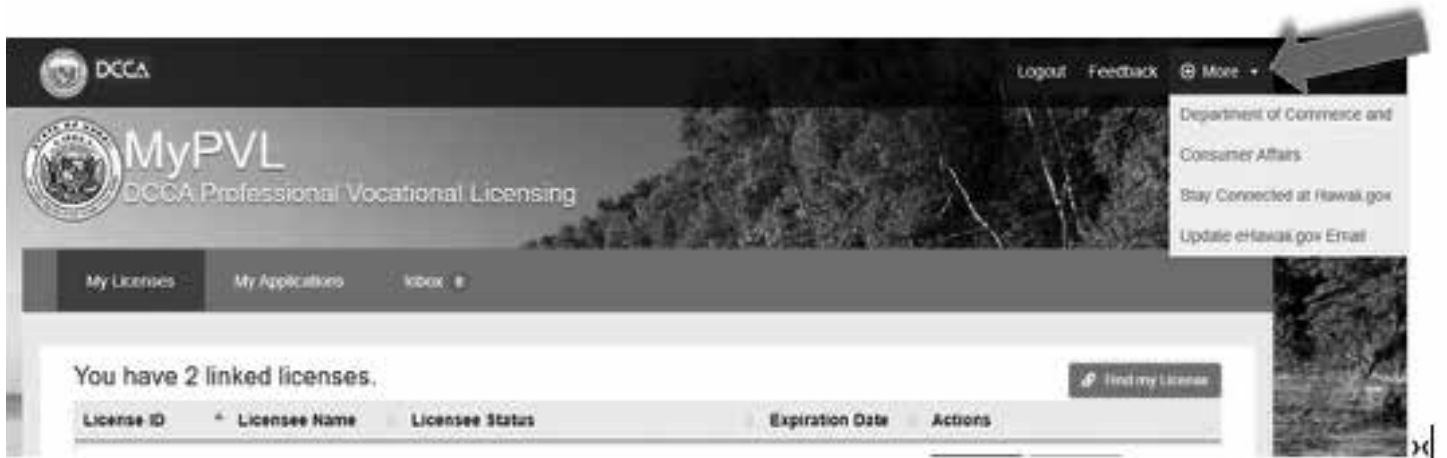


Derrick T. Yamane, Chair
Hawaii Real Estate Commission



The Online Express Change Broker Request Is Up and Running! Are You Ready to Use it? (cont. from page 2)

After successfully logging in to your MyPVL Account, locate the “More” button toward the top of the screen, then select “Update eHawaii.gov Email”:



(MyPVL images shown may be periodically updated)



To Report Or Not?

Licensee's Obligation To Report Violations

"But I don't want anyone to know I reported them," is a common response when calls are received by the Real Estate Branch on possible licensing law violations from individuals who want to file a complaint but want to remain anonymous.

Do you recall the 2023-2024 Core B – Regulation, RICO, and Your License course which reminded everyone that a licensee who sees something is obligated to say something? Anyone, including an anonymous source, can report possible violations to RICO via their website at <https://cca.hawaii.gov/rico/file/> by completing and filing the form electronically. While you may remain anonymous when filing a complaint, keep in mind that RICO will not be able to communicate with you if any follow-up questions arise nor will any updates be provided on the matter because no contact information was provided.

Complaints should include pertinent information and documentation, including contracts, emails, payment records, photos and videos. Complaints may also be filed by phone, in person at a RICO office, or by regular mail using the complaint form that may be downloaded from the RICO website.

Regardless of how a complaint is initiated, RICO will review each case to determine if a violation of the licensing law has occurred.

To report or not? Here's a reminder, Hawaii Administrative Rules §16-99-3(b) affirms:

The licensee shall protect the public against fraud, misrepresentation, or unethical practices in the real estate field. The licensee shall endeavor to eliminate any practices in the community which could be damaging to the public or to the dignity and integrity of the real estate profession. The licensee shall assist the commission in its efforts to regulate the practices of brokers and salespersons in this State.

Online Express Change Broker Request - Q&A

The Online Express Change Broker Request ("ECBR") was successfully deployed on August 1, 2025, and the Real Estate Branch has received positive feedback from licensees. Here are some commonly asked questions and answers.

Q: I can't log into my MyPVL account. What should I do?

A: Contact Tyler Technologies at (808) 695-4620 for log-in assistance with your MyPVL account.

Q: I clicked on my license number in my MyPVL account, but don't see the "Change Broker Request" button. What should I do?

A: If you do not see the ECBR button:

- Make sure you are logged into the correct MyPVL account and that your license is properly linked.
- Click on your license number to view your license details. The button should appear if you are eligible.

To be eligible to utilize the ECBR button, your license must meet these conditions:

- Your license status is C-Current Valid in Good Standing or R-Valid Through Expiration Date, Subject to Renewal (R)
- Your license is Active
- Your License type is one of the following:
 - o RS – Real Estate Salesperson
 - o RB – Real Estate Broker
 - o RB – Sole Proprietor

If you meet the conditions above and do not see the ECBR button, please contact the Real Estate Branch at (808) 586-2643 for assistance.



Administrative Actions

June 2025

MYRIAM HAYNAL RS-70185	Uncontested Facts: On May 13, 2024, Respondent was convicted for Driving Under the Influence of Alcohol in the District Court of the Second Circuit, State of Hawai'i. By letter, the information concerning Respondent's conviction was received on August 19, 2024 by the Professional and Vocational Licensing Division.	Violations: HRS §436B-19(12); HRS §436B-19(14); HRS §436B-19(17); HRS §467-14(20)
REC 2024-409-L		Sanctions: Fine \$7,000.00
Dated: 6/27/2025		
(Commission approved Settlement Agreement)		

July 2025

M & J WILKOW PROPERTIES, LLC RB-21785	Uncontested Facts: At all relevant times, Respondent was licensed by the Commission as a real estate broker entity.	Violations: HRS §436B-19(16)
REC 2023-284-L	RICO Allegations: RICO alleges that Respondent utilized unlicensed contractors, Kalei Villanueva and KV Plumbing, LLC to perform plumbing work requiring licenses pursuant to HRS Chapters 444 and 448E at the Parker Ranch Shopping Center from January 2023 – June 2023.	Sanctions: Fine \$10,000.00
Dated: 7/25/2025		
(Commission approved Settlement Agreement)		

MARC R. WILKOW RB-21786	Uncontested Facts: At all relevant times, Respondent was employed as a real estate broker by a real estate broker entity, M & J Wilkow Properties, LLC.	Violations: HRS §436B-19(16)
REC 2023-284-L	RICO Allegations: RICO alleges that Respondent utilized unlicensed contractors, Kalei Villanueva and KV Plumbing, LLC to perform plumbing work requiring licenses pursuant to HRS Chapters 444 and 448E at the Parker Ranch Shopping Center from January 2023 – June 2023.	Sanctions: Fine: \$3,000.00
Dated: 7/25/2025		
(Commission approved Settlement Agreement)		

SHELLEY M. MORISAKI RB-17094	Uncontested Facts: At all relevant times, Respondent was employed as a real estate broker by a real estate broker entity, M & J Wilkow Properties, LLC.	Violations: HRS §436B-19(16)
REC 2023-284-L	RICO Allegations: RICO alleges that Respondent utilized unlicensed contractors, Kalei Villanueva and KV Plumbing, LLC to perform plumbing work requiring licenses pursuant to HRS Chapters 444 and 448E at the Parker Ranch Shopping Center from January 2023 – June 2023.	Sanctions: Fine: \$3,000.00
Dated: 7/25/2025		
(Commission approved Settlement Agreement)		

Administrative Actions (cont. from page 6)

July 2025

COLENE J. DE MELLO
RS-73021

REC 2023-284-L

Dated: 7/25/2025

(Commission approved
Settlement Agreement)

Uncontested Facts:

At all relevant times, Respondent was employed as a real estate salesperson by a real estate broker entity, M & J Wilkow Properties, LLC.

RICO Allegations:

RICO alleges that Respondent utilized unlicensed contractors, Kalei Villanueva and KV Plumbing LLC to perform plumbing work requiring licenses pursuant to HRS Chapters 444 and 448E at the Parker Ranch Shopping Center from January 2023 – June 2023.

Violations:

HRS §436-B-19(16)

Sanctions:

Fine \$1,500.00

August 2025

JENNIFER MARIE MILLER
RB-24040

REC 2025-116-L

Dated: 8/29/2025

(Commission approved
Settlement Agreement)

RICO Allegations:

In a Consent Order dated February 5, 2025, the State of Arizona Department of Real Estate ("Arizona Department") found that with respect to a former property management client, Respondent had utilized a property management agreement that was "unclear and ambiguous" regarding the air filter replacement process and payment of utilities process. The property management agreement also failed to "provide for the manner of disposition of all monies collected by the property management firm" and "state the amount and purpose of monies the property management firm holds."

The Arizona Department disciplined Respondent's real estate broker license with a fine and requirements that Respondent complete nine hours of continuing education courses, submit a monthly Compliance Affidavit and Transaction Log for a period of one year, and take affirmative action measures to ensure and attest that all current property management agreements, their affiliated lease agreements, and any other related document to a transaction has been reviewed and any ambiguities or inconsistencies identified have been clarified in writing to all parties involved.

Violations:

HRS §436B-19(13)

Sanctions:

Fine \$900.00

[Settlement Agreements are formal agreements between RICO and Respondents (licensees). The Commission may not change the terms of a settlement agreement as the terms have been mutually agreed to by RICO and the Respondent. Consequently, the Commission may either accept or reject a settlement agreement.]

Statutory/Rule Violations

Settlement Agreement (Allegations/Sanction): A Settlement Agreement may or may not include an admission that the Respondent violated licensing laws and/or rules on a case-by-case basis.

Disciplinary Action (Factual Findings/Order): The respondent is found to have violated the specific laws and rules cited, and the Commission approves the recommended order of the Hearings Officer.

HRS §436B-19(12)	Failure to comply, observe, or adhere to any law in a manner such that the licensing authority deems the applicant or holder to be an unfit or improper person to hold a license.
HRS §436B-19(13)	Revocation, suspension, or other disciplinary action by another state or federal agency against a licensee or applicant for any reason provided by the licensing laws or this section.
HRS §436B-19(14)	Criminal conviction, whether by nolo contendere or otherwise, of a penal crime directly related to the qualifications, functions, or duties of the licensed profession or vocation.
HRS §436B-19(16)	Employing, utilizing, or attempting to employ or utilize at any time any person not licensed under the licensing laws where licensure is required.
HRS §436B-19(17)	Violating this chapter, the applicable licensing laws, or any rule or order of the licensing authority.
HRS §467-14(20)	Failure to maintain a reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.

Online Express Change Broker Request - Q&A (cont. from page 5)

- Q: I'm on the ECBR landing page, and it says "Sorry, but you do not have the necessary information to complete this request online." What does this mean?
- A: This message appears when the system detects something in your record does not meet the minimum requirements to utilize the online ECBR. Here are a few common reasons this may happen:
- Your license is not Current and Active. At this time, the ECBR cannot be used to reactivate your license. Please use the "Download Change Form" link as you must submit a hard copy Change Form.
 - Your Releasing Principal Broker does not have an email address on file.
 - Your license is not linked to an active employer.

If everything appears correct and you're still receiving this message, please contact us for further support.

- Q: My current (releasing) brokerage/ employer information in Step 1 is incorrect. How do I fix this?
- A: This may happen if a previous paper Change Form (CF) was submitted to the Licensing Branch, but they have not processed it yet.

Please:

- Double-check the information shown in Step 1.
- Email a copy of your CF (if available) to hirec@dcca.hawaii.gov. Include your full name, phone number and license number so we can investigate further.

- Q: I'm getting an error message when verifying my email in Step 2. The message says I must be logged in.
- A: This usually means you are trying to verify your email in a different browser or device than the one you used to log into your MyPVL account.

Make sure you:

- Open the email link in the same browser you used to log in (e.g., Chrome or Safari).
- If using your phone for email, be sure you're also logged into your MyPVL account on that same device.

(cont. page 9)

Online Express Change Broker Request - Q&A (cont. from page 8)

Q: I am unable to locate the ECBR-generated emails in my inbox. From what email address are the notifications sent?
 A: All email notifications for the ECBR come from a noreply@dcca.hawaii.gov email address. Please double check your Spam/Junk Folder if you do not see any email in your inbox.

Q: My broker says they didn't receive the ECBR email. What now?
 A: First, confirm that your broker is checking his or her email that is associated with their MyPVL account.

If needed, our staff can verify where the email was sent. If it went to an outdated email address, we can resend the ECBR email to your PB/BIC's requested email address (however, we cannot update their email address for them. The PB or BIC must update their email address via their MyPVL account).

Please note:

- The system sends all ECBR emails to the email address on file in your MyPVL account.
- If your broker needs to update their email, they must update it directly in their MyPVL account. We cannot update it for them.

Q: I can't find my new (hiring) broker's name in Step 3. What should I do?
 A: If the name of your new Principal Broker (PB) or Broker-in-Charge (BIC) isn't showing up:

- Double-check the correct spelling.
- Start typing at least the first 3 letters of the name to trigger the search.
- If their name still doesn't appear, they may not have an email address on file in their MyPVL account.

If you've confirmed that your new broker does have an email on file and you're still having trouble, please contact our office directly—we may need to investigate further.

Q: What happens if my releasing PB doesn't respond to the request?
 A: If the releasing PB doesn't respond within 10 days, the system will automatically release the licensee, and an email will be sent to the hiring broker for response.

Q: What happens if the hiring broker doesn't respond to the request?
 A: If the hiring broker doesn't respond within 10 days, the licensee will be placed on an inactive status. Therefore, licensees should monitor the ECBR progress in their MyPVL account. Contact the hiring broker prior to the 10 day deadline to reconfirm your hire and remind them your ECBR request is pending with them.

Q: Can I cancel my ECBR request once it's been submitted?
 A: You may cancel the request during Steps 1 through 3.
 Once the request has been fully submitted (after Step 3), it cannot be canceled by the licensee. However, if it was submitted in error and the Releasing PB hasn't responded:

- Send an email to hirec@dcca.hawaii.gov with a signed letter requesting cancellation.
- Our staff can review and cancel the request on your behalf, if needed.

Q: Why did my request get canceled automatically?
 A: This can happen if the PB or BIC doesn't have a valid email address on file. In this case, the PB or BIC will need to update their email address on file in their MyPVL account. Once they have done so, you may resubmit the request.

CONDO HAWAII

Selling Condo Units: Where's the DPR? Part 2

The Hawai'i Real Estate Commission ("Commission") continues to see an unsettling upward trend of inquiries involving unregistered condominium units being offered for sale.

As a reminder from the May 2024 Real Estate Commission Bulletin, Chapter 514B, Hawai'i Revised Statutes, requires developers to register a condominium project with the Commission prior to offering units for sale. Registration is done by submitting a Developer's Public Report ("DPR") for issuance of an effective date. The DPR serves as a historical disclosure document which details all material and pertinent information about the condominium project, including the units being sold. DPRs undergo review by the Commission's condo consultants, and only after the Commission issues an effective date for the DPR, can a developer legally offer units for sale, take binding contracts, and accept monies.

To real estate licensees who represent prospective purchasers of condominium units:

- (1) **Request the DPR from the developer:** the DPR provides you and your clients security and adequate disclosure of the material and pertinent facts about the transaction;
- (2) **Review the escrow report:** recent escrow reports are likely to note whether the condominium and its units are duly registered; and
- (3) **Remember:** the fastest and easiest way to check if a condominium is registered is to check the Commission's online database at: https://hawaii.gov/dcca_condo/.

If you are not provided a copy of the DPR, have an escrow report that notes the registration process for a condominium unit has not been completed, and cannot locate the DPR on the Commission's database; halt the selling process, consult the Hawai'i Real Estate Branch, and if appropriate, contact an attorney. These are massive red flags which could suggest that the legal requirements for the sale have not been met.

Developers and real estate licensees who illegally sell unregistered condominium units may face monetary fines, imprisonment for up to a year, and/or disciplinary action taken against their real estate license.



Prelicensure Schools

Abe Lee Seminars	808-942-4472
Carol Ball School of Real Estate	808-283-9043
The CE Shop, LLC	888-827-0777
Coldwell Banker Pacific Properties	
Real Estate School	808-748-3410
Colibri Real Estate, LLC	866-739-7277
Excellence in Education	808-212-4861
dba Maui Real Estate School	
Grand Vacations Real Estate School	808-829-0803
Hawaii Institute of Real Estate	808-255-5356
Hawaii Real Estate License School LLC	808-628-1535
Mayfield Real Estate, Inc.,	573-756-0077
dba Global Real Estate School	
Poha School of Real Estate LLC	808-292-1002
Premier Real Estate LLC,	808-556-3135
dba Premier Real Estate Academy	
Ralph Foulger's Real Estate School of Hawaii	808-239-8881
The Real Estate Café	808-728-0223
Real Estate School Hawaii	808-551-6961
REMI School of Real Estate	808-230-8200
Scott Alan Bly School of Real Estate, LLC	808-738-8818
dba Bly School of Real Estate	
Vitousek Real Estate School, Inc.	808-946-0505
Wong Way Real Estate Academy	808-807-6563



State of Hawaii Real Estate Commission

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This material may be made available to individuals with special needs. Please call the Senior Real Estate Specialist at 808-586-2643 to submit your request.

Continuing Education Providers

Abe Lee Seminars	808-942-4472	International Association of Certified Home Inspectors (InterNACHI)	720-735-7125
Aaron Academy by SquareTerra	808-492-0590	Kauai Board of Realtors	808-245-4049
Building Industry Association of Hawaii	808-629-7504	McKissock, LLC	800-328-2008
Carol Ball School of Real Estate	808-283-9043	Performance School of Real Estate	602-692-3393
The CE Shop, LLC.	888-827-0777	Poha School of Real Estate LLC	808-292-1002
CMPs Institute, LLC	888-608-9800	Preferred Systems, Inc.	888-455-7437
Coldwell Banker Pacific Properties	808-748-3410	The Real Estate Café	808-728-0223
Real Estate School		Real Estate School Hawaii	808-551-6961
Colibri Real Estate, LLC	844-701-2946	Realtors' Association of Maui, Inc.	808-873-8585
Eddie Flores Real Estate Continuing Education	808-223-6301	REMI School of Real Estate	808-230-8200
ExceedCE, LLC	415-885-0307	Residential Real Estate Council	800-462-8841, ext. 4440
Franklin Energy Services LLC	866-735-1432	Scott Alan Bly School of Real Estate, LLC	808-738-8818
Hawaii Association of Realtors	808-733-7060	dba Bly School of Real Estate	
Hawaii Business Training	808-250-2384	Servpro Industries, LLC	615-451-0200
Hawaii CCIM Chapter	808-528-2246	Shari Motooka-Higa	808-492-7820
Hawaii First Realty LLC	808-282-8051	Systems Effect LLC, dba Training Cove	480-517-1000
Hawaii Island Realtors	808-935-0827	WebCE Inc.	877-488-9308
Hawaii Real Estate License School LLC	808-594-3511	West Hawaii Association of Realtors	808-329-4874
Honolulu Board of Realtors	808-732-3000		

State of Hawaii
Real Estate Commission
King Kalakaua Building
335 Merchant Street, Room 333
Honolulu, HI 96813

Presorted Standard
U.S. Postage Paid
Honolulu, Hawaii
Permit No. 516

2025 Real Estate Commission Meeting Schedule

Real Estate Commission – 9:00 a.m.

Friday, November 21, 2025

Monday, December 22, 2025

All Real Estate Committee Meeting items will be discussed at Real Estate Commission Meetings until further notice.

Real Estate Commission Meetings will be held in the Queen Liliuokalani Conference Room of the King Kalakaua Building, 335 Merchant Street, First Floor, unless otherwise noted.

Meeting dates, locations and times are subject to change without notice. Please visit the Commission's website at www.hawaii.gov/hirec or call the Real Estate Commission Office at (808) 586-2643 to confirm the dates, times and locations of the meetings. This material can be made available to individuals with special needs. Please contact the Executive Officer at (808) 586- 2643 to submit your request.