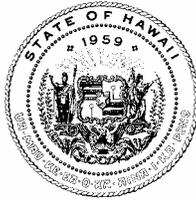


**LINDA LINGLE**  
GOVERNOR  
**JAMES R. AIONA, JR.**  
LIEUTENANT GOVERNOR



**MARK E. RECKTENWALD**  
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](mailto:hirec@dcca.hawaii.gov)  
January 16, 2004

Memorandum

To: Association of Apartment Owners (AOAO)  
From: Real Estate Commission (Commission)  
Subject: Change of Information on the Condominium Association Registration Application

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It is important that the information on your Condominium Association Biennial Registration Application is correct. In a number of instances, apartment owners, boards of directors, condominium managing agents, prospective purchasers, bond insurance underwriters, title companies, the mortgage industry, the Commission, tenants, legislators and the general public have used the information. The Commission mails information and educational materials to registered Association of Apartment Owners (AOAO). Any additional mailings due to incorrect addresses are charged to the Condominium Education Fund.

This office has received information that the information you previously submitted on the 2003-2005 Condominium Association Biennial Registration Application has changed.

The law requires that the AOAO report immediately in writing to the Commission any changes to the information contained on the registration or re-registration application, evidence of fidelity bond, or any other documents requested by the Commission. Failure to do so may result in termination of registration and subject the AOAO to initial registration again.

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.

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

Name of Condominium Association: \_\_\_\_\_

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: \_\_\_\_\_

Officer’s Public Mailing Address: \_\_\_\_\_

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

Self-managed by the Association of Apartment Owners (AOAO)

Name of manager: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Managed by Condominium Managing Agent

Name: \_\_\_\_\_ CMA Reg. No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Contact designation (individual) to receive all AOAO correspondence (except bulletins) and telephone calls from the Commission:** (if different from above)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Check one only:**

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