



REQUEST FOR DOCUMENTS
Hawaii Association of REALTORS® Standard Form
Revised 12/10 (NC) For Release 5/15



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To (Managing Agent)/or Document Provider:

Mailing Address E-mail or Web Address:

Property Reference or Address:

("Project")

Tax Map Key: Div. /Zone /Sec. /Plat /Parcel /CPR (if applicable).

The undersigned owner of the above-referenced Property hereby requests that you provide to my Agent via [] e-mail or [] hard copy, the documents listed below (if available) within () days of this request. The Owner(s) of Apartment/Lot No. in Project named above, hereby request that you [] deliver, [] provide access to the following documents within () days of this request or upon receipt of payment.

- Approved Minutes of the last three (3) Board of Directors Meeting
Articles of Incorporation/Association and Amendments
By-laws and Amendments
Copy of any and all pending litigation complaints filed by or against the Owner's Association and/or its directors that are currently unresolved
Covenants, Conditions and Restrictions (CC&Rs)
Current Financial Statement
Other, be specific

- Current and/or Proposed Budget
Current House Rules
Declaration and Amendments
Design Standards and/or Guidelines
Insurance Summary
Lender's Disclosures
Minutes of the last Annual Meeting
Planned Community Documents
Project Information Form RR105c
Reserve Study or Summary
Subdivision and/or title documents
Other, be specific

- [] Articles of Association/Articles of Incorporation and amendments if any
[] Association/Property Owners/Shareholders minutes for the last annual meeting ["Approved" or "Unapproved Final Draft" (for condominiums as provided by law under HRS 514A or 514B)]
[] Board of Directors' minutes for the last three (3) meetings, exclusive of Executive Session ["Approved" or "Unapproved Final Draft" (as provided by law under HRS 514A or 514B)]
[] By-laws as amended and/or restated
[] Declaration of Condominium Property Regime as amended and/or restated
[] Declaration of Covenants, Conditions and Restrictions
[] Financial Statement (Current)
[] House Rules (Current)
[] Litigation (Copy of any and all pending complaints filed by or against the homeowner's association and/or its directors, if any)
[] Operating Budget (current or proposed)
[] Project Information Form (Hawaii Association of REALTORS® Standard Form RR105c, or Association alternative)
[] Summary of Insurance Coverage as provided by the Insurer or its Agent
[] Reserve Study or Summary
[] Other:
[] Other:
[] Other:

I hereby authorize you to release this information to my Agent, (name) at Phone #, email address. I agree to pay any fees in advance as required by the Provider of such documents, scheduled by Managing Agent with this Request For Documents. I understand and agree that documents may not be provided prior to payment of any required fees.

Apartment Owner/Seller Signature

Date

Apartment Owner/Seller Signature

Date



Printed Name

Printed Name

DRAFT