



Condominium Project Registration

Reminders Real Estate Commission Memorandum 2020-4

The information provided here is intended to provide developers, including where applicable, their attorneys and agents, as well as interested others with supplemental information in the form of reminders about the condominium project registration process*.

The Hawaii Real Estate Branch ("Branch") will not accept piecemeal submissions by developers with one limited exception. During the review process, developers must submit complete applications to the Branch either [electronically](#) or by [paper following the submission guidelines](#). If submitting electronically, the PDFs must be bookmarked.

The **only time** the Branch will accept piecemeal documentation from a developer is to correct a deficiency notice from the Branch. The documentation must include a cover letter explaining the submission. Corrected documents requested by the assigned consultant should be submitted directly to the consultant. All other piecemeal submissions will be returned to the developer.

Prior to the recommendation and issuance of an effective date, the developer or their agent must submit a final and complete tabbed hard copy of the application for a developer's public report to the consultant with all final supporting documents in a pressboard folder. The consultant will notify the Branch their recommendation. This applies to **both** electronic and paper submissions.

**** The provided information is unofficial, informal, and non-binding on the Real Estate Commission and is being provided pursuant to §16-201-92, Hawaii Administrative Rules. Please contact the Real Estate Commission at (808) 586-2643 or at Hirec@dcca.hawaii.gov between 7:45 AM and 4:30 PM, Monday through Friday and your attorney for more information.***