



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: 1-844-808-DCCA (3222), Ext #1 then #8
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: DEVELOPER BEST PRACTICES

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*Real Estate Branch
Department of Commerce and
Consumer Affairs*

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Developer Best Practices

Undertaking a condominium development can be a complicated and lengthy endeavor. The Hawaii Real Estate Commission (“Commission”) has prepared a few best practices for developers and their agents in the registration process.

Patience Is a Virtue

Attempting to rush a registration is the fastest way to prolong a review as it encourages developers or their agents to cut corners and increases the chances of errors. Constantly calling your agent disrupts their work which may lead to a rushed preparation, additional drafts to correct mistakes, material facts being omitted, and increased developer liability.

The Commission does not provide status updates and must abide by the independent contractor relationship it has with its reviewers. The Commission is unable to suspend the standard process to expedient review to meet a developer’s timetable nor does it accept rush fees.

Documents & Storage

Maintain a copy of all documents sent to the Commission. Often during the

registration process, a developer will need to correct deficiencies noted by Commission staff or the assigned consultant. The Commission is unable to return an application as all documents become official state records once sent to the Commission.

The Commission strongly recommends maintaining final copies of all documents once the review process is complete, preferably scanned and stored in the cloud to prevent the loss of documents needed in the event of litigation or filing amendments to the developer’s public report.



While the Commission does maintain the developer’s public reports on its database, the application documents are only retained for ten years.

Amendments

Amendments are short updates to the Developer’s Public Report and allow for two material changes and/or five pertinent changes.

Developers are limited to two amendments per report. Please make sure that each amendment has been

thoroughly checked to ensure that all changes have been properly disclosed.

The Commission is unable to back date changes to the granting of an effective date and subsequent changes or corrections will be required to be done via the costlier amended report.

County Planning

Check with the relevant county regarding development, zoning, or infrastructure plans. The Commission has no jurisdiction over those matters. Make certain that plans for the condominium are legal, permissible, and allowable by the county before committing the time and effort into developing a condominium.



Law Changes

If planning to submit after the conclusion of the Hawaii Legislative Session, check with the [Hawaii State Legislature’s website](#) to find relevant changes to the condominium law.

Sign up for development updates from the Commission [via our email list](#) to stay up to date on upcoming changes to the forms, fees, and other related matters.