



## 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](http://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  
Email: [hirec@dcca.hawaii.gov](mailto:hirec@dcca.hawaii.gov)  
Web: [www.hawaii.gov/hirec](http://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.*



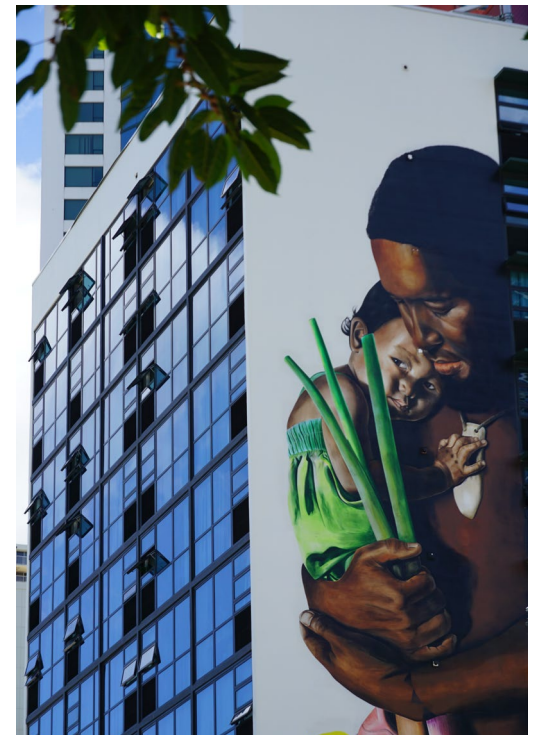
### CONDOMINIUM: THE REGISTRATION PROCESS

Real Estate Branch  
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Honolulu, HI 96813

## CONDOMINIUM: THE REGISTRATION PROCESS

*Real Estate Branch  
Department of Commerce and  
Consumer Affairs*

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## Why Register?

Section 514B-51, HRS, requires developers to register their condominiums prior to the sale of virtually all units.

A developer registers by submitting a developer's public report, supporting documents, and related fees to the Hawaii Real Estate Commission ("Commission") and Branch for review. The developer's public report is a disclosure document to ensure that all material and pertinent facts about the project are properly disclosed. This protects buyers and developers.

Only after the Commission has issued an effective date on the Developer's Public Report is a developer legally allowed to accept any monies and binding contracts. Developers may advertise their units before this, but must follow section 514B-85, HRS, for preregistration solicitation.

## What Happens After I Submit?

Once the developer or their agent has submitted the developer's public report packet to the Commission, Commission staff will perform a completeness review

to ensure that all required documents are included with current forms and fees.

Staff may also perform a basic accuracy review to check for obvious errors. Should there be issues with any of these reviews, staff will contact the developer or their attorney with a list of deficiencies to cure prior to assignment to the Commission's consultant for the comprehensive review.

## Independent Consultant

The Commission contracts with independent condominium consultants to review the disclosures made by the developer in the developer's public report. Each project that passes a staff completeness review will be then reviewed by the condominium consultant.

The consultant will review the report for accuracy, omissions, and law compliance. The consultant will work with the developer or their agent to ensure that all the material and pertinent facts are disclosed to prospective buyers.

Once the consultant is satisfied that relevant disclosures have been made to reasonably protect the public, they



recommend the issuance of the effective date to the report by the Commission. Developers cannot pick who is assigned to review their projects.

## How Long Does This Take?

The typical review process from assignment to a consultant is six to eight weeks. Generally, the length of review is correlated to a project's complexity.

Section 514B-52(c), HRS, gives a developer a maximum of six months to complete a registration.

## What Happens After the Effective Date Is Issued?

Developers can now legally sell units, taking monies and enter into binding contracts. However, depending on how many units are in their project, they may first have to abide by the owner occupancy and advertising requirements of sections 514B-95 to 99.5, HRS.

## Where Can I Learn More?

Review our "[So You Want To Go Condo](#)" brochure to learn the basic process of creating a condominium. [The forms are available online](#) along with a guide to filling out the developer's public report.