



EQUITY PROPERTIES, INC.

500 Alakawa Street, #214, Honolulu, Hawaii 96817* Phone: (808) 485-0855 • Fax: (808) 485-0987

Date Ordered: _____ Project Name: _____

Unit Address: _____

Unit Owner Name: _____ Contact Name: _____

Company Name: _____ Phone No.: _____ Fax: _____

Email: _____

COMPLETE PACKETS (Please check one of the following)

- ☐ **Complete Condo Document Package** (includes- Declarations, By-Laws, House Rules, RR105C, Current Financial, Budget, last 3 Board Meeting Minutes, Insurance Summary, Annual Meeting Minutes) \$450.00

ALA CARTE (Please check required items)

- ☐ Declaration and Amendments (if applicable)
☐ By-Laws and Amendments (if applicable)
☐ Public Reports (All)
☐ House Rules
☐ Articles of Incorporation
☐ Master Lease
☐ Disclosure Realtor Form RR105C
☐ Disclosure Realtor Form RR105C w/Insurance Summary, last two (2) minutes and current budget
☐ Lender's Disclosure w/Current Financial (Must be provided by lender)
☐ Lender's Disclosure w/current Financial, last 2 approved minutes and current budget
☐ Financial Statement (most current available)
☐ Minutes (1 set), either Board, Annual OR Special
☐ Budget w/ reserve study (Current)
☐ Insurance Summary
☐ Newsletters (Association or Cooperatives)
☐ DCC&R, Design Committee Guidelines
☐ Transfer Fees- Equity Properties Inc. Administrative cost to update current Home owner apartment and accounting records
☐ Cooperative Consent Fee- **All cooperation account have their respective consent fee please check w/board on their cost and who the check should be made payable to.**
☐ **RUSH ORDER** (Completed within 24 hours after request, excluding weekends)

NOTES:

- Email this form to: info@epihawaii.biz or fax to: 485-0987.
- All Documents will be completed within five (5) business days from the date of your order. Documents will only be released once payment has been received.
- If we do not call to confirm your order within 24 hours after your fax or email your request (excluding weekends and holidays), we did not receive your form and as such, you will need to resubmit your request.
- Please note that there are additional charges of \$10.00 for mailing out documents and in order to ensure receipt, those documents are only sent via certified mail. Equity Properties, Inc. is not responsible for any documents that are lost or misplaced in the mail and there will be an additional charge to reorder.
- If you do not receive all of the items listed on the receipt, please notify our office within 3 business days thereafter.
- Check payable to Equity Properties, Inc. Will start order now and exchange documents for payment.