



DOCUMENT REQUESTS

Submitting a Request: To request copies of documents for a Homeowners Association managed by Pacifica Realty Management, Inc., complete the form on Page 2. If you do not know the "Subject Property TMK" in Section 4, provide the property's physical address instead. To inquire about the availability of documents for a specific Homeowners Association, contact Taylor Mitchell by telephone at (808) 334-1610. Completed forms can be submitted by:

Mail or Hand Delivery
75-1029 HENRY ST STE 202
KAILUA-KONA, HI 96740-1666

E-Mail
taylor@pacific-hawaii.com

Fax
(808) 334-1609

Submitting a Payment: The document request charges calculated in Section 7 can be paid by cash or check made payable to Pacifica Realty Management, Inc.; credit and debit card payments are not accepted for document request charges. Payments can be mailed or hand delivered to Pacifica's office at the address noted above.

General Policies: Documents are typically delivered within five business days of receipt of payment, unless "Rush Order" is selected in Section 6. Pacifica Realty Management, Inc. does not offer refunds and prices are subject to change without notice. An RR105C (*Property Information Form*) is provided in lieu of Lender Questionnaires and is released without an Agent's signature.

Last Revised January 1, 2025



1. Requested By: (First & Last Name)

2. Contact Telephone Number:

3. Homeowners Association: (Name)

4. Subject Property TMK: (Example: 3-#-#-#)

5. Requested Documents: (Based on availability; select all that apply.)

☐ Complete Homeowners Association Package	\$350.00
<i>(Includes: Articles of Incorporation; CC&Rs/Declaration and Amendments; Bylaws and Amendments; Design Guidelines; House Rules; Current Budget and Reserve Study; Current Financial Statement; Independent Auditor's Report; Summary of Insurance Policies; Annual Meeting Minutes; Board Meeting Minutes (last three approved sets); Topographic or Project Maps; and RR105C Property Information Form.)</i>	
☐ Articles of Incorporation	\$25.00
☐ CC&Rs/Declaration	\$25.00
☐ CC&Rs/Declaration Amendments	\$25.00
☐ Bylaws	\$25.00
☐ Bylaws Amendments	\$25.00
☐ Design Guidelines	\$25.00
☐ House Rules	\$25.00
☐ Budget (Current Fiscal Year)	\$25.00
☐ Reserve Study (Current Fiscal Year)	\$25.00
☐ Financial Statement (Balance Sheet & Income Statement for the current period)	\$15.00
☐ Independent Auditor's Report	\$15.00
☐ Summary of Insurance Policies	\$15.00
☐ Annual Meeting Minutes	\$15.00
☐ Board Meeting Minutes (\$15.00 per set) _____ x \$15.00 =	\$ _____
☐ Topographic or Project Maps	\$10.00
☐ RR105C (Property Information Form – This form is provided without an Agent's signature)	\$125.00

6. Delivery Options: (Select all that apply.)

☐ E-Mail Documents to: _____	FREE
☐ Pickup Hardcopies	\$50.00
☐ Rush Order (Documents delivered within 24 hours of receipt of payment)	\$50.00

7. Total Document Request Charge:

Document & Delivery Fee (Requested Document costs + Delivery Option costs)	\$ _____
Processing Fee (Required to process all Document Requests)	\$10.00
Subtotal (Document & Delivery Fee + Processing Fee)	\$ _____
Hawai'i General Excise Tax (4.712% of Subtotal)	\$ _____
TOTAL DOCUMENT REQUEST CHARGE (Subtotal + Hawai'i General Excise Tax)	\$ _____

I have read and agree to the policies and procedures described on Page 1:

SIGNATURE

DATE