

PRIMARY HOME OWNER REGISTRATION FORM

This form lists only names that are ON THE DEED for the Unit (other Residents of your Unit will be registered on a later form). It is mandatory that you provide a contact phone number and email address!

Indicate only if you do NOT want to receive Emergency SMS alerts or Eblasts. SMS will only be used in case of a **real emergency** (such as a natural disaster in our area) or **major** building disruptions. Eblasts are generally done monthly and include important building notifications such as maintenance, events and Board activity.

At the bottom of the form, please provide your Unit phone #, as well as the number you would like programmed into the Enterphone. This number must be a local Oahu number, and will be the primary method by which your guests will gain access to the building.

The emergency contact should be a person that you would like us to contact in case of a situation, such as a medical emergency.

In case of emergency requiring building evacuation, the responding emergency team (such as the Fire Department) will be given the evacuation list to notify them of any Residents requiring assistance to evacuate. If you have any Resident in your Unit that needs assistance to evacuate, please indicate on this form. Use the back to provide the Resident's name and any details you would like to include.

This form **MUST BE SIGNED BY A HOME OWNER (ON THE DEED)**.

NON-OWNER RESIDENTS REGISTRATION FORM

On this form you will register any Residents of your Unit that are not on the deed. This includes children.

Provide the Resident's name, relationship to Owner, email, and phone number. Age is only required if the Resident is under 18 years of age. Check if you would like this Resident to receive SMS alerts or Eblasts. SMS will only be used in case of a **real emergency**, such as a natural disaster, in our area. Eblasts are generally done monthly and include important building notifications such as maintenance, events and Board activity.

Unless otherwise specified, Non-owner Residents are given permission to purchase Key Fobs/pool keys, reserve the Community Room or BBQ grills, register guests, and schedule moves/deliveries. Use the Permissions Denied section if there are any of these activities that you do not want this Resident to be authorized for.

(Use a second form if you need more space.)

This form **MUST BE SIGNED BY A HOME OWNER (ON THE DEED)**.

AUTHORIZED GUEST REGISTRATION FORM

On this form you will register any preapproved, recurring visitors that you would like to be authorized to enter the building under your responsibility. In the permissions granted section, you may specify if you would like for these guests to be authorized to schedule deliveries or moves on your behalf.

This form will be effective until **Front Desk** is informed in writing of any changes.

SECURITY PASSWORD FORM

Your Security Password may be used for authorization over the phone when calling the Front Desk for things such as approving guests, scheduling a delivery, etc. It may be a word, phrase, or number. Be sure you remember this password!

This form **MUST BE SIGNED BY A HOME OWNER (ON THE DEED) or A RENTER (ON THE LEASE).**

VEHICLE REGISTRATION FORM

All vehicles **MUST** be registered and sticker decals be displayed to avoid the risk of being towed. In the top box of the form, provide the parking stall number(s) of the stalls associated to the Unit by the purchase agreement. (If you are **renting** a parking stall, please complete **Parking Stall Rental Form**.) The license plate number is **REQUIRED**. The sticker number will be issued by Management.

MAIL ACCEPTANCE FORM

On this form list the names of all Residents of your Unit for which The Association is authorized to accept mail. Provide the primary contact for mail, in which The Association will use as the first point of contact upon receipt of mail. It is very mandatory that you include a phone number and email address.

If a Resident is not listed on this form, the Association WILL NOT BE ABLE TO ACCEPT MAIL addressed to them.

This form **MUST BE SIGNED BY A HOME OWNER (ON THE DEED).**

PET REGISTRATION FORM

Register your pet's name, type, breed, and City & County license tag number & expiration date. A photo of your pet must be attached in order for the form to be considered complete.

NATIVE LANGUAGE FORM

Although it is not always possible to provide translations, completing this form is important to help with future correspondence.

OPTIONAL FORMS

SURFBOARD STORAGE RENTAL FORM

In the top box of the form, indicate your Unit number, date of registration, name, and a description of your board. Stall numbers will be assigned by Management. Rental fees apply, and a check must accompany this form to complete registration. A photo of your board must be attached. If no stalls are available, your registration form will be added to a waiting list and your check returned to you.

Please see Policies & Procedures for details.

BICYCLE STORAGE STALL RENTAL FORM

In the top box of the form, indicate your Unit number, date of registration, name, city registration #, and a description of your bicycle. Decals will be assigned by Management. Rental fees apply, and a check must accompany this form to complete registration. A photo of your bicycle must be attached. If no stalls are available, your registration form will be added to a waiting list and your check returned to you.

Please see Policies & Procedures for details.

LOCK BOX REGISTRATION FORM

On this form, you must list the Unit number that the lockbox belongs to and description of the lockbox. A registration number and tag will be issued by Management.

PARKING AVAILABLE FOR RENT

This form is to be completed if you have a parking space that you would like to rent out to another Resident. List the parking stall number that you have available to rent, the monthly cost, and the name of the person to be contacted and their phone number. This information will be given to any Residents who inquire about parking for rent.

MEDICAL AWARENESS FORM

This form is strictly VOLUNTARY. Complete this form only if you would like to inform Management of a medical condition. Complete only the information you wish to share.

SUREPAY FORM

This form will set up automatic payments from your bank account for maintenance fees.