

allure	Resident Registration Policy	Page 1 of 1
		AWPP012
Adopted: 11/10/15		Version: 1.0

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

## Registration:

ALL Residents, including Guests staying longer than 10 days, must be properly registered with Management at least 24 hours prior to move-in.

Home Owners are responsible to ensure that all Residents of their Unit are registered and that their registration is **complete**.

## Registration Packets:

There are 5 different types of occupancy at Allure. Each has a different registration package containing different combinations of forms to eliminate redundant or insignificant information. This allows us to cater to your specific situation while increasing security for everyone.

There are 5 different registration packets:

- Primary Home Owner: for those Owners who live here full-time.
- 2<sup>nd</sup>/Vacation Home Owner: for those Owners who live here part-time.
- Investment Home Owner: for Owners who rent out their Unit and do not live at Allure.
- Renter: for long-term Tenants (paid or non-paid).
- Short-Term Renter: for those renting for 60 days or less.

All registration packets are available on our website: [www.allurewaikiki.org](http://www.allurewaikiki.org) under the Resource Center. Please choose the registration that best suits your intentions for your Unit.

## Updates:

It is the Home Owner's responsibility to ensure that the information provided on the registration forms is not only accurate, but that it is kept up to date. Should any changes be made, they must be reported to Management in writing within 72 hours.

A mandatory re-registration of ALL Units may take place every 3 years.

## Enforcement:

If a Resident is found not to be in accordance with procedures, a notification of a House Rule violation will be issued to the Home Owner, possibly leading to fines.