



# 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@equitypropertiesinc.com](mailto:info@equitypropertiesinc.com) 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.
- Cash exact amount or check payable to Equity Properties, Inc. Will start order now and exchange documents for payment.