

Docutrieve provides online ordering services for condominium packages for properties managed by the following companies:

- Hawaiiiana Management Company, Ltd.
- Aqua-Aston Hospitality, LLC
- Kukuiula Development Company Hawaii, LLC
- Waialae Golf Course Community Association

While Docutrieve or its affiliates (Hawaiiiana Management, Aqua Aston, Kukuiula and Waialae) are not authorized to complete custom questionnaires on the lenders behalf, documents are available to order on our [Condo Disclosure Order Form](#) that contain information needed to complete them. These documents are provided and verified by the management company: Lenders Disclosure (HOA Cert.) and Property Information form (RR105c)

The Lenders Disclosure (HOA Cert) includes the following: association information, developer information, managing agent information, commercial space, legal information and insurance information.

The Property Information Form (RR105c) includes the following information: property description, managing agent information, general and legal, insurance information, financial information and property condition.

For more details regarding the information included on these forms please refer to the information flyer.

If you need further clarification after receiving the disclosures and other documents, we advise contacting the management executive listed on either form. Be sure to clarify if documents have been received from Docutrieve if you are contacting the management executive. Please note the management companies have a strict no custom questionnaire policy and majority of questions will be answered on the documents available through Docutrieve.

Docutrieve is aware of the new requirements for loans under Fannie Mae/Freddie Mac. Other documents that may be pertinent to your transaction include:

- Minutes from Board of directors meeting
- Financial Statement
- Operating Budget
- Reserve Study Report
- Lenders Disclosure
- Property Information Form

For other questions regarding ordering please contact Docutrieve at docutrieve@tghawaii.com

Lender's Disclosure (HOA Cert)

Association Information

TMK, Address, Unit

Developer Information (if construction is incomplete)

Common element / area information
Zoning regulation / litigation information
of additional units / phases to be built
Year of conversion (if applicable)
Environmental factors
Approx. date units available for sale
Total # of units
Sales information

Managing Agent Info

Managing Agent contact information
More than 10% ownership by one party
Owner occupancy % (approx)
Ownership of common areas
Leasehold vs. Fee Simple
Legal document restrictions
Assessments, if any
of foreclosures (last 12 months)
Delinquency - # of units & \$ amt

Commercial Space Information

% of common interest
Type of project / usage
Available services

Legal Information

Attorney name and contact information

Insurance Information

Insurance Agent name and contact information

Property Information Form (RR105C)

Property Description

Property name, TMK, Address

Managing Agent Info

Managing Agent name and services provided

General and Legal

Total # of apartments / % sold / % owner occupied
Foreclosure / delinquency information
Leasehold vs. Fee Simple
Legal / arbitration / mediation
More than 10% ownership by one party
Ownership / usage of common elements
Type of project / usage & restrictions

Insurance Information

Insurance Agent name and contact information
Flood / Tsunami / Hazard zone information

Financial Information

What is included in maintenance fees
Approval of maintenance fee increase, if any
Existing special assessments / loans

Property Condition

Existence of Reserve Study
On-Site Manager name and contact info