



RESIDENT REGISTRATION POLICY

V1.0 08-28-18

General:

All residents must be properly registered with Management at least 24 hours prior to move-in. It is ultimately the responsibility of the home owner to ensure that all residents, including renters, are properly registered.

Any visitor staying for more than 10 days must be registered with the management office as an authorized guest.

Residents should ensure that their Keola La'i personal information record is kept up-to-date. A regular re-registration of all units, including renters and owners, may be required periodically.

Rentals:

Rentals of less than 180 days, otherwise known as transient accommodations as defined in Hawaii Administrative Rules Section 18-237D-1-07, are prohibited by the Hawaii Community Development Authority's ("HCDA") Mauka Area Rules. Violations may be reported directly to the HCDA by a concerned owner or by the Board at the Board's sole discretion. Please contact the HCDA for additional information or to verify the Mauka Area Rules. Time-sharing is prohibited.

Any advertisement in the media and websites including but not limited to Airbnb, HomeAway, VRBO, Home Exchange must clearly display a minimum 180 days residency requirement.

A copy of the rental agreement must accompany a renter registration. Sensitive information may be redacted and the document should show: the names of all renters and residents, contact information, dates of the rental period, and signatures of the renters and the registered agent.

Enforcement:

If a resident is found to be in violation of this policy, a notification of violation will be issued to the unit owner. Failure to comply will result in fines as specified in the Keola La'i House Rules.