



ACCOUNT CHANGE – MULTIPURPOSE FORM

OFFICE USE ONLY	
Tops	_____
TCT	_____
Acknowledgment	_____

Owner's Name: _____

Lot/Unit or Account Number: _____

Property Address: _____

Reason for Change: _____

PLEASE READ & COMPLETE ALL APPLICABLE CHANGES BELOW:

New Account Name <i>Please also submit all required documentation as indicated on the attached sheet.</i>	
New Property Manager/Account Representative Name & Address <i>Check (✓) items to be sent to this address:</i> <ul style="list-style-type: none"> • Billing Account Coupons & statements _____ • All other covenant correspondence _____ • Authorization to Transfer Privileges _____ 	
Manager's/Representative's Phone Number	
New Billing Address <i>If you are not using a property manager, indicate the address where all coupons, statements, and dues account correspondence are to be sent.</i>	
New Correspondence Address <i>If you are not using a property manager, indicate the address where all covenant correspondence about your property are to be sent. If it is the same as the Billing Address, write "Same"</i>	

Effective Date of Change: _____

Daytime Phone: _____ E-Mail Address: _____

(Please provide a daytime phone number and e-mail address where you can be reached, in case we have questions about the information you provided.)

I hereby authorize the Villages of Kapolei Association to make the indicated change(s) to my account. If I have provided a new property manager's/representative's name, I hereby authorize the Villages of Kapolei Association to communicate with my manager/representative regarding my property, rights, and privileges as an owner, and/or billing account as indicated.

X _____
Owner's Signature

Date

REQUIRED DOCUMENTS FOR NAME CHANGES

Please provide our office with a COMPLETE COPY of the documents supporting your request for a name change. The DATE that your documents were recorded at the Bureau of Conveyance is very important. Thank you for your time and assistance.

If your request for a name change pertains to one of the items below, please check the box and send the necessary documents that are required. If you have any questions, please call (808)674-4444.

REASON FOR NAME CHANGE	DOCUMENTS REQUIRED
CHANGE IN COMPANY NAME	“Articles of Amendment to Change Corporate Name”; VALIDATED by the State Department of Commerce and Consumer Affairs
DEATH OF SPOUSE, CO-OWNER OR OWNER	Copy of Death Certificate and Petition for Amendment of Land Court Certificate of Title and Assignment of Lease or Deed and Ex Parte Order Approving Final Account and Distributing and Settling Estate
DIVORCE	Copy of the Divorce Decree and Order of Distribution and Copy of Assignment of Lease or Deed
MARRIAGE	Copy of Marriage Certificate
MARRIAGE AND ADDING SPOUSE TO OWNERSHIP TITLE	Copy of Marriage Certificate and Copy of Assignment of Lease or Deed
PURCHASE OF OTHER ETAL OWNER(S) INTEREST(S)	Copy of Assignment of Lease or Deed
PURCHASE OF CONDOMINIUM / HOME / COOPERATIVE	Copy of Assignment of Lease or Deed. Transfer Fee made payable to Villages of Kapolei Association
OWNERSHIP TITLE AS TRUSTEE OR CO-TRUSTEE	Copy of Assignment of Lease or Deed conveying unit into a Trust
NAME CHANGE	Court Order Changing Name, Signed by Judge Petition for Name Change, Signed by the Lieutenant Governor of the State of Hawaii