



Account Change Multipurpose Form

Owner's Name: _____

Lot or Account Number: _____

Property Address: _____

Reason for Change: _____

Please read and complete all applicable changes below:

Name Change: <i>See back for all required documentation.</i>		Use this for my primary address, (choose only one): <input type="checkbox"/> <input type="checkbox"/>
New Property Manager or Account Representative: Name Address Phone		
New Mailing Address: (of homeowner)		

Effective Date of Change: _____

Member Contact Information:

Phone 1 _____ Phone 2 _____

Email: _____

I hereby authorize the Villages of Kapolei Association (VOKA) 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.

I understand that while I may have multiple addresses and phone numbers added to my member account, only one address can be selected as primary. This primary address is where all written communication will be sent which may include time-sensitive information such as covenants violations or legal demands. It is my responsibility to keep my current address and contact information updated with VOKA.

Owner's Signature

Date

(over)

Required Documents for Name Changes

Please check the corresponding box below that pertains to your name change and send the necessary documents that are required. Supporting documents must be complete; dates of recordation are required.

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 Decreed 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 et al. 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