

Ekahi AOA “Before You Rent” Checklist

Although the Ekahi Office does not provide guest services, we do want to insure that your apartment guests are in compliance with our association guidelines. We offer this checklist as tool for you to use once you decide to open your Maui home to family, friends, vacation or long-term guests.

Prior to renting:

- Update your owner info form to include the contact info for your on island agent. On-line form at <http://www.ekahiaoao.com> (*Owner Central/Update Owner Info*) or get printed form from office.
- Read brochure titled: “Information on the rental of residential real property” <http://www.state.hi.us/tax/brochures/rental.htm> or 800 222-3229
- Obtain general excise tax license from State of Hawaii <http://www.state.hi.us/tax/2001/bb1.pdf> or 800 222-7572
- Familiarize yourself with Ekahi House Rules and By-Laws - your guests are expected to abide by them as well. Both are on-line at <http://www.ekahiaoao.com> (*Governing Documents*)
- Post Ekahi “Summary of House Rules for Guests and Renters” (*obtain from office*)
- Consider electing to block apartment phone for outgoing long distance calls <https://www22.verizon.com/> or 808 643-3456
- Check with your insurance agent to see if you have special needs.
- Complete Ekahi Guest List Form. Available on line at <http://www.ekahiaoao.com> (*Owner Central/Update Owner Info/Occupancy Form*) or from office. Submit updated copies as necessary to Ekahi office

Supply your guests with the following items in writing:

- Information on how to access your apartment upon arrival
- Emergency numbers (*Ekahi Security, Hospitals, Walk-in Clinic, Agent, etc*)
- Contact information for your on island agent should difficulty occur (*add contact phone to inside screen door so available if locked out*)
- Parking pass procedure
- Quiet Hours info; A/C hours of operation
- Security warnings - lock unit, etc
- Instructions to read the posted “Summary of House Rules for Guests and Renters”. The summary includes emergency, security, pool, AC and quiet hours information.
- Reminder that Ekahi office does not provide guest services