

# HAWAIIAN ISLAND HOMES LTD.

## Long-Term Property Management Services

Dear Prospective Client,

This introduction is intended to enlighten you about the company and our capabilities in providing you with the care and attention you need and expect in the management of your real estate investment.

Hawaiian Island Homes Ltd. has offices on Oahu, the Big Island and Kauai. We manage over 2,000 rental units, dormitory rooms and office/retail buildings and have a large and experienced rental management, accounting and support staff.

We invite you to call us if you have immediate needs or questions about our company.

It is our policy to provide owners with the following services and information:

1. Comprehensive inspections of the properties.
2. Maintenance and repairs as needed.
3. Owner Documents:
  - Signed Management Agreement
  - Tax Information (GET; W-9)
  - Inventory Report
4. Tenant Documents:
  - Signed Rental Agreement with Addenda (as applicable)
5. Optional payment of recurring bills, maintenance fees, mortgage and GET.
6. Tenant Application Screening:
  - Credit and Reference Check
7. Property condition and inventory reports, when applicable.

We look forward to managing and caring for your property.

Sincerely,



**Carolyn Fischer, RS**  
Property Manager  
808-645-1764 Cellular  
808-826-6232 Office  
808-826-6233 Facsimile  
[carolynf@hihltd.com](mailto:carolynf@hihltd.com)



**Jackie Bigno**  
Administration  
808-652-2801 Cellular  
808-826-6232 Office  
808-826-6233 Facsimile  
[jackieb@hihltd.com](mailto:jackieb@hihltd.com)

#### ADMINISTRATIVE OFFICE

931 UNIVERSITY AVENUE, SUITE 105  
HONOLULU, HAWAII 96826-3241  
TELEPHONE: (808) 946-3222  
FAX: (808) 946-3224

#### HONOLULU SALES OFFICE

931 UNIVERSITY AVENUE, SUITE 305  
HONOLULU, HAWAII 96826-3241  
TELEPHONE: (808) 946-3222  
FAX: (808) 946-3225

#### RENTAL DEPARTMENT

931 UNIVERSITY AVENUE, SUITE 205A  
HONOLULU, HAWAII 96826-3241  
TELEPHONE: (808) 946-3221  
FAX: (808) 946-3202

#### HILO SALES OFFICE

162 KINO'OLE STREET, SUITE 201  
HILO, HAWAII 96720  
TELEPHONE: (808) 934-7300  
FAX: (808) 934-7400

#### KAUAI SALES OFFICE

POST OFFICE BOX 223279  
5-4280 KUHIO HIGHWAY, B-203  
PRINCEVILLE, KAUAI, HAWAII 96722  
TELEPHONE: (808) 823-8295  
FAX: (808) 823-8297