

**Hualalai Community Association**  
**Vendor / Contractor Day Pass Request Form**

Submit completed form to: [jamie@hualalaihoa.org](mailto:jamie@hualalaihoa.org)

Please complete this form and attach your company's current Certificate of Liability Insurance (COI). Failure to provide a complete form or the required COI may delay the approval process.

Company Name: _____
Start Date (MM/DD/YYYY): _____
End Date (MM/DD/YYYY): _____
Vehicle License Plate #: _____
Driver's Name: _____
Purpose of Access (brief description: _____ _____
Authorized By (HCA: _____ Date: _____

**Notes:**

- Day Passes are valid only for the dates indicated above.
- Passes must be always displayed on the dashboard while on property.
- Vendors and contractors must comply with all Hualālai Community Association security and community rules.
- Day passes are for short term use no longer than 5 days.