

**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 attached current Certificate of Liability Insurance.  
Incomplete forms or not attaching COI may delay approval.

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