

MOVE IN INSTRUCTIONS

- 1) Renters must complete and deliver the following items in full to DES.

No.	Move in Item	Directions	Returning Renter	New Renter
1	Kuhio Beach Surfboard Locker Policy and Procedures (July 28, 2020 updated version)	Carefully review and complete the updated policy and procedures as some of the terms and conditions have changed. Important Changes <ul style="list-style-type: none"> • DES is no longer accepting cash (checks, money orders, or cashier's checks only). • Invoices, announcements, and correspondence are now conducted primarily through email. 	Required	Required
2	Application Form	Complete the application form in full. Unlike past applications this form requires an email address. If you do not have access to email please contact DES at 768-5425.	Required	Required
3	Waiver of Rental Fee	Only renters who lost their surfboard to the February 27, 2020 fire are to complete this form. If you are a new renter or were not affected by the fire please skip this step.	Required	
4	Proof of Residency	To qualify for the resident status – provide one of the following: <ul style="list-style-type: none"> - A current voter registration receipt or certificate - Proof that you file a State of Hawaii income tax return using a City and County of Honolulu address 	Required	Required
5	Photo Copy of ID	New renters must submit a photocopy of a government-issued identification with photograph (Driver's License, State ID, etc.)		Required

- 2) Renters may choose to deliver items by mail or email.

Email address: surf@honolulu.gov

Mailing address: Department of Enterprise Services
Concessions
City and County of Honolulu
777 Ward Avenue
Honolulu, Hawaii 96814-2166

- 3) Upon DES receiving your paperwork, you will receive an e-mail confirmation from surf@honolulu.gov (allow for 1- 2 weeks) with your assigned locker number and move-in date. If you do not see an email, please check your spam or junk-mail.
- 4) You must move in your surfboard within a week of the DES confirmation. Please confirm your actual move-in date by e-mail.

For questions please email surf@honolulu.gov or call DES at 768-5425.