



# County of Hawaii Real Property Tax Division

Aupuni Center • 101 Pauahi Street • Suite No. 4 • Hilo, Hawaii 96720 • Fax (808) 961-8415 • Appraisers (808) 961-8354 • Clerical (808) 961-8201 • Collections (808) 961-8282

West Hawaii Civic Center • 74-5044 Ane Keohokalole Hwy. • Bldg. D, 2nd Flr. • Kailua Kona, Hawaii 96740 • Fax (808) 327-3538 • Appraisers (808) 323-4881 • Clerical (808) 323-4880

## Real Property Tax Clearance Request

Date:

TMK(s): (3)

Purpose of Request:

Further explanation if necessary:

*(ie: State Lease, Planning, Hawaiian Homes, etc.)*

It is requested that a certificate verifying clearance from all real property taxes imposed by the County of Hawaii be issued in the name of (If State Lease, list name to be searched):

(Property Owner of Legal Title)

Applicant's Name and Title: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Enter Email/Fax Number: \_\_\_\_\_

**Note:** Check box for preferred method of delivery.

### FILING THE APPLICATION FOR TAX CLEARANCE:

The completed application, along with the \$1 filing fee per TMK requested, may be mailed or submitted in person to the Real Property Tax Division at the addresses listed above.

Checks shall be made payable to the Director of Finance.

Please Note: Section 19-31 of the Hawaii County Code establishes that the tax year for real property tax billing purposes runs from July 1 to June 30. Real property tax bills are mailed on July 20th, with two payment due dates, the 1st payment due on or before August 20 and the 2nd payment due on or before February 20.

Real property taxes must be paid current before tax clearances can be issued.

For Office Use Only:

**Incomplete applications will be returned for re-submission**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Good Thru Date: \_\_\_\_\_