



County of Hawai'i
Department of Finance
Real Property Tax Division

HILO – AUPUNI CENTER
101 PAUAAHI ST., STE. 4
HILO, HI 96720
PHONE: (808) 961-8201

CASE NO. _____

TAX MAP KEY / PARCEL ID

ISLE	ZONE	SEC	PLAT	PAR	CPR
3					
EX:	1	2	345	678	0000

KONA – WEST HAWAII CIVIC CENTER
74-5044 ANE KEOHOKALO LE HWY., BLDG. D, 2ND FLR.
KAILUA-KONA, HI 96740
PHONE: (808) 323-4880

LONG-TERM RENTAL APPLICATION

DEADLINE TO FILE IS DECEMBER 31ST. A NEW APPLICATION NEEDS TO BE FILED ANNUALLY.

OWNERSHIP INFORMATION: LIST ALL OWNERS HAVING LEGAL INTEREST IN THE PROPERTY

NAME	MAILING ADDRESS	PHONE NUMBER

OF DWELLING UNITS _____ ***IF MORE THAN ONE DWELLING UNIT, PLEASE REFER TO PLOT PLAN ON PAGE 2**
ALL DWELLING UNITS MUST BE LONG-TERM RENTALS. LONG TERM = 6 MONTHS (≥ 180 DAYS) MINIMUM TO SAME TENANT(S)

TENANT INFORMATION

NAME	MAILING ADDRESS	PHONE NUMBER	LENGTH OF LEASE	MOVE-IN DATE

*****CURRENT COPY OF LEASE/CONTRACT FOR EACH DWELLING UNIT MUST BE SUBMITTED WITH THIS APPLICATION*****

Under penalty and perjury, I certify that the information provided is accurate and that any document submitted with this application is a true and correct copy. I authorize the County of Hawai'i to verify my rental or any other information on this application. I further agree to notify the Real Property Tax Division within **30 calendar days** if my property is sold or is no longer being rented long term. Retroactive taxes will occur upon the sale of the property or if rental is no longer long term.

By signing, the owner(s) attests that the property is being rented as long-term. Any short-term (less than 6 months) rental activity (including advertising) will disallow the long-term rental tax class on entire parcel.

Signature of Owner

Date

Signature of Owner

Date

Signature of Owner

Date

Signature of Owner

Date

FOR DEPARTMENT USE ONLY

☐ U.S. POSTMARK ☐ OTC ☐ FAX ☐ EMAIL DATE RECEIVED: _____ BY: _____

NOTES:

6-MONTH LEASE

DUPLEX

PITT _____

OVER/PITT _____

CASE NO _____

LONG-TERM RENTAL PROGRAM

You are eligible for the Long-Term Rental Program if all dwelling units on the property are rented for a minimum period of six consecutive months (≥ 180 days) to the same tenant(s).

1. An application must be filed, for each TMK, annually with the Real Property Tax Division no later than December 31 preceding the tax year for which the classification is claimed.
2. A maximum twelve consecutive month vacancy may be allowed for purposes of renovation or active listing and advertising of the long-term rental property upon proof of a signed letter stating that the rental property is currently under renovation or evidence of active listing or advertisement of rental property.
3. All owners or representatives with an authorized document such as the power of attorney must sign the application.
4. Real Property in the residential tax class with a net taxable real property value of \$2,000,000 or more shall not be eligible for the long-term rental classification.
5. The ownership is recorded at the Bureau of Conveyances or Land Court in Honolulu on or before December 31 preceding the tax year for which the classification is granted.
6. No portion of the property is used for commercial or income producing purposes other than long-term residential use, legally permitted home occupation, or agricultural use pursuant to sections 19-57, 19-59, 19-60 or 19-61 of the Hawai'i County Code.
7. For properties where an owner(s) utilizes a building/dwelling unit(s) as their primary residence (and a homeowner application has been approved), and there is no commercial or short-term rental activity (less than six months), the owner may qualify for the homeowner tax classification. Please contact the Real Property Tax Division staff at (808) 961-8201 or (808) 323-4880.

INSTRUCTIONS

1. Fill in the tax map key/parcel ID of your property.
2. Complete the application and submit a current contract or rental lease, signed and annually updated. The document must be current and have a minimum of six months on the original lease.
3. Applications are available at the Real Property Tax Hilo and Kona Office, or the website at www.hawaiipropertytax.com.
4. Deliver, fax, email, or mail claim form with supporting documentation to:

Fax: 808-961-8415
Real Property Tax Division
Aupuni Center
101 Pauahi Street, Suite No. 4
Hilo, HI 96720

Email: rptclerical@hawaiicounty.gov

Fax: 808-327-3538
Real Property Tax Division
West Hawai'i Civic Center
74-5044 Ane Keohokalole Hwy Bldg. D 2nd Flr.
Kailua-Kona, HI 96740

PLOT PLAN

If there is more than one dwelling unit on the property, then, draw a plot plan indicating which building is which. Please include the tenant's name.