

HOME EXEMPTION

You are entitled to the home exemption if the following requirements are met:

1. The property is owned and occupied as your principal home.
2. Your ownership is recorded at the Bureau of Conveyances or Land Court in Honolulu.
3. You file a claim for home exemption, RP Form 19-71, with the Real Property Tax Division on or before December 31 for the first half payment or June 30 for the second half payment.

Any person who has been allowed an exemption has a duty to report to the assessor within thirty days after he ceases to qualify for such exemption. Failure to submit such a report shall be cause for disqualification and penalty.

INSTRUCTIONS

1. Fill in the tax map key/parcel ID of your property.
2. Complete the claim form and submit a photocopy of your proof of age, acceptable proof includes driver's license, state identification, birth certificate, or other government or legal document.
3. Claim forms are available at the Real Property Tax Division Hilo Office, Kona Office or the website at www.hawaiipropertytax.com.
4. Deliver or mail the claim form with supporting documentation to:

Real Property Tax Division

101 Pauahi Street., Suite. No. 4, Hilo HI 96720 Telephone: (808) 961-8201
74-5044 Ane Keohokalole Hwy. Bldg. D, 2nd Flr., Kailua Kona HI 96740 Telephone: (808) 323-4880

PLOT PLAN

Draw a plot plan if there is more than one dwelling unit on the property. Please show the dwelling location along with date built, approximate size, one or two story, and adjacent roadway. Designate which building is your residence, the relationship of the occupants of the other dwelling(s) and if it is rented.