

COUNTY OF HAWAI'I  
REAL PROPERTY TAX DIVISION

CASE NO. \_\_\_\_\_

CLAIM FOR HOME EXEMPTION  
(FILE SEPARATELY IF NOT HUSBAND AND WIFE)

TAX MAP KEY/PARCEL ID					
ISLE	Z	S	PLAT	PARCEL	CPR
3					

Please read the instructions on the back before completing this form

\_\_\_\_\_  
(Print Claimant's Name)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Print Spouse's Name)

\_\_\_\_\_  
(Date of Birth)

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

- Business Phone \_\_\_\_\_ Residence Phone \_\_\_\_\_
- Is there more than one dwelling unit on the property?  Yes  No  
If yes, draw a plot plan on back of this form. Designate which dwelling is your residence, and who occupies the other dwelling(s).
  - Is any portion of your property used for rental or for business purposes?  Yes  No  
If yes, designate floor area of property used for rental and/or business. \_\_\_\_\_ sq. ft.  
Type of business: \_\_\_\_\_ Location on property: \_\_\_\_\_
  - I am a legal resident of: \_\_\_\_\_  
Country State County
  - Do you claim home exemption elsewhere?  Yes  No  
If yes, indicate tax key number or other parcel identification: \_\_\_\_\_

***This is authorization to cancel my previous exemption and apply it to this new parcel.***

- Submit this claim with xerox copies of proof of age for each owner-occupant, acceptable proofs are driver's license, state ID, birth certificate, or senior citizen ID, etc.

CERTIFICATION

I (we) certify that I own and occupy this residence as my principal home. The property is not used for mere special, temporary or vacation purposes and is my true, fixed, permanent home and principal establishment. Any individual who files a fraudulent claim for exemption or attests to any false statement, with the intent to defraud or to evade the payment of taxes or any part thereof, or who in any manner intentionally deceives or attempts to deceive the Department of Finance, shall be fined \$1,000.

Date \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Claimant's Signature

\_\_\_\_\_  
Spouse's Signature

(FOR TAX OFFICE USE ONLY)

Date Received (U.S. Postmark): \_\_\_\_\_ 20\_\_\_\_

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

Claim Disallowed for \_\_\_\_\_ Tax Year

Input Date: \_\_\_\_\_

Input Date: \_\_\_\_\_

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

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

Reason: \_\_\_\_\_

PITT \_\_\_\_\_ OVR/PITT \_\_\_\_\_ EX CD \_\_\_\_\_ CARD # \_\_\_\_\_ BUILDING % \_\_\_\_\_ LAND % \_\_\_\_\_

## **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](http://www.hawaiipropertytax.com).
4. Deliver or mail the claim form with supporting documentation to:

**Real Property Tax Division  
101 Pauahi St., Ste. No. 4, Hilo HI 96720 Telephone: (808) 961-8201  
75-5706 Kuakini Hwy., Ste. 112, Kailua-Kona HI 96740 Telephone: (808) 327-3540**

## **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.