

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 for more than 200 calendar days of a calendar year.
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 as report shall be cause for disqualification and penalty.

SOCIAL SECURITY NUMBER

The applicant's social security number is requested for the purposes of establishing identity of the applicant for home exemption and maintaining a record of home exemption claims. The request is authorized under the federal Social Security Act (42 U.S.C.A. Sec 405(c)(2)(C)). Disclosure is voluntary and will not affect the allowance of a claim for exemption but failure to disclose may result in the delay in verifying eligibility for the claim. If disclosed, social security numbers will not be subject to public access.

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 such as driver's license, state identification, birth certificate, or other government or legal document.**
3. **Deliver or mail the claim form with supporting documentation to:**

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

4. **Claim forms are available at the Real Property Tax Division Hilo Office, Kona Office or the website at www.hawaiipropertytax.com.**

PLOT PLAN

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