



**\*\*\*DISCLAIMER: Complete renewal application must be submitted to our Department by close of business day of your renewal date. Incomplete renewal applications will be rejected.**

COUNTY OF KAUA'I PLANNING DEPARTMENT • (808) 241-4050  
4444 Rice Street, Suite A473 • Lihu'e, HI 96766

## 2016 TRANSIENT VACATION RENTAL RENEWAL APPLICATION FORM

### I. CONTACT INFORMATION

**Applicant:** Check here if this is a new Owner\*:

**NAME OF OWNER / LESSEE (required)**

Contact Name of Owner (First Name) (Last Name)

Owner's Current Mailing Address

City State Zip Code

Owner's Email Address Owner's Phone Number

Applicant's **authorized representative**, if different from above:

MANAGING AGENT CONTACT NAME (if applicable)

Management Company (if applicable)

Agent's Email Address Agent's Phone Number

**24/7 ON-ISLAND CONTACT NAME (required)**

24/7 Email Address 24/7 Phone Number

**\*New owner information should be provided to the Planning Department in writing if the Property is sold or transferred.**

I hereby verify that the information I have provided is correct to the best of my knowledge.

Signature of Applicant

Print Name Legibly

### II. PROPERTY INFORMATION

TVR Registration Number (TVNC)

SP # (if AG TVR)

The Annual Renewal Due Date (MM/DD/YY)

Operation Name

Street Address of Property

Town of Property

(4) - \_\_\_\_\_  
TMK:

### III. ADDITIONAL INFO REQUIRED

1. Renewal fee of \$750, payable to "Director of Finance."
2. Copy of Current General Excise & Transient Accommodation Tax license.
3. Picture of TVR sign with TVNC# and 24/7 on-island contact's phone number .
4. "For Your Safety and Comfort" document which includes 24/7 on-island contact's name and phone number.
5. Copy of website advertising reflecting TVNC# and 24/7 on-island contact's name and phone number.
6. If applicable, special permits also require an annual report of the status of compliance to the Conditions of Approval.
7. Copy of redacted tax return (for previous year) evidencing activity on the GET and TAT certificates with the address of the TVR clearly visible.
8. Properties located within the Flood Zone may require an inspection by a Planning Department Inspector.

Date