



2018 TRANSIENT VACATION RENTAL OUTSIDE OF THE VDA RENEWAL APPLICATION FORM

I. NOTICE REGARDING OPERATING WITHOUT A PERMIT

It is unlawful to conduct short-term rentals without a permit. The County of Kaua'i can pursue civil and/or criminal penalties for any unlawful short-term rentals.

II. SOURCES OF AUTHORITY

Please review and refer to Sec. 8-17.8 through 17.12 of the Kaua'i County Code, 1987, as amended, Non-Conforming Structures and Uses (Ord. No. 935) which can be found on the Planning Department's portion of the County's website at: www.kauai.gov/Government/Departments-Agencies/Planning-Department/Transient-Vacation-Rentals.

III. DISCLAIMER

Incomplete renewal applications will not be accepted or returned except for the applications submitted with out the tax returns of Owners who have filed for an extension. Please do not submit your application earlier than sixty (60) days from your renewal date but not less than ten (10) days prior to your renewal date.

IV. APPLICATION CONTENTS

The completed Transient Vacation Rental Renewal Application Form shall also contain the following documents:

- A. A \$750 non-refundable renewal fee paid in the form of a check and made payable to "Director of Finance";
- B. A current copy of the Transient Accommodations Tax (TAT) license for the TVR;
- C. A current copy of the General Excise Tax (GET) license for the TVR;
- D. Photographs of the TVR sign showing a close up of the sign face which shall include the TVNC # and the 24/7 on-island contact's phone number and that it can be seen from the public right away.
- E. A copy of the "For Your Safety and Comfort" document that is posted in the Transient Vacation Rental and includes the 24/7 on-island contact's name and phone number typed into the document;
- F. Complete copy of each advertisement on the internet highlighting the TVNC# and the 24/7 on-island contact's name and phone number; In 2019, the TVNC# will be required in the headline or homepage in **BOLD**.
- G. If applicable, special permits for properties zoned agriculture will also require an annual report of the status of compliance to the Conditions of Approval as well as photographs of the farming activity; and
- H. Copy of the Owner's tax return (for the previous year) evidencing activity on the GET and TAT certificates with the address of the TVR clearly visible.

V. ADDITIONAL NOTICE

- A. Owners with TVR's located within the Flood Zone may be contacted if an inspection is required for renewal;
- B. All documents submitted shall be on standard sized paper, 8 ½" x 11";
- C. All photos shall be labeled with photo content and shall be printed on standard sized paper, 8 ½" x 11";
- D. Owners who require proof of submitting their application should mail their complete application via Certified Mail, return receipt requested to the mailing address of the Planning Department listed above; and
- E. The status of all TVR permits can be found at: www.kauai.gov/Government/Departments-Agencies/Planning-Department/Transient-Vacation-Rentals.



2018 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.**

II. PROPERTY INFORMATION

TVR Registration Number (TVNC)

Special Permit # (if AG TVR)

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

Name of TVR

Street Address of Property

Town of Property Zip code

Total Sq.Ft. of Structure # of Bedrooms / # of Bathrooms

(4) - _____
TMK: _____

III. WEBSITE LINKS

List each and every website link that advertises your TVR

Provide a copy from each website highlighting TVNC #

I hereby acknowledge that this TVNC Use Certificate is valid for only one (1) structure as listed above. I declare under penalty of perjury that the information I have provided is true and correct. I understand that providing false information may be a violation of Federal and State law.

Signature of Applicant

Dated

Print Name Legibly