

REAL PROPERTY TAX DIVISION  
DEPARTMENT OF FINANCE  
COUNTY OF KAUAI  
**CLAIM FOR EXEMPTION**  
**FILING DEADLINE SEPT 30TH**

TAX KEY

ZONE	SECTION	PLAT	PARCEL	CPR

Exemption is hereby claimed from Real Property Tax under Section \_\_\_\_\_  
of the Revised Ordinances.

Apt. No. \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address of Property

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

Business or Cell \_\_\_\_\_ Phone No. \_\_\_\_\_

**CERTIFICATION**

I declare, under penalty of law, that all statements in this return are true and correct to the best of my knowledge. I understand that any misstatement of facts will be grounds for disqualification and penalty.

\_\_\_\_\_  
Officer's Name (print)

\_\_\_\_\_  
Officer's Signature      Date

Rec'd \_\_\_\_\_  
For Tax Assessor      Date

NOTE: The following questions must be answered:

- (1) Is all the land and/or buildings used exclusively for the purpose claimed? \_\_\_\_\_
- (2) If the answer is no, explain and state area used for business.

\_\_\_\_\_  
\_\_\_\_\_

Mailing Address:      Real Property Assessment Division  
Department of Finance  
4444 Rice Street, Suite A454  
Lihu'e, HI 96766-1326

COUNTY OF KAUA`I  
DEPARTMENT OF FINANCE  
REAL PROPERTY ASSESSMENT DIVISION  
4444 RICE ST. SUITE A-454  
LIHU`E, KAUA`I, HI 96766  
PHONE: (808) 241-4224  
FAX: (808) 241-6252

REQUIREMENTS OF CHARITABLE/NONPROFIT EXEMPTION

In order for a charitable or nonprofit organization to be exempt from real property taxes the following must be done:

1. File two (2) copies of RP Form P-5 on or before **SEPTEMBER 30<sup>TH</sup>** prior to the year that exemption is desired.
2. Submit a copy of the Articles of Incorporation that states that the organization is nonprofit and that should the organization be dissolved the real property assets will go to another nonprofit organization.
3. If the organization is leasing property that lease must be for more than one (1) year and said lease must be recorded in Bureau of Conveyances on or before **SEPTEMBER 30<sup>TH</sup>** prior to the year that the exemption is being filed for.
4. The organization must be physically using and occupying the property on or before **SEPTEMBER 30<sup>TH</sup>** prior to the year the exemption is being apply for.
5. A current 1045 Letter of Approval from the Internal Revenue Service on the status of the 501-3C.