



COUNTY OF KAUAI
DEPARTMENT OF FINANCE
REAL PROPERTY DIVISION

PARCEL ID (TAX MAP KEY)

ZONE	SECTION	PLAT	PARCEL	CPR

Apt. No. _____

CLAIM FOR EXEMPTION

FILING DEADLINE SEPT 30th

Exemption is hereby claimed under Section _____ of the Revised Ordinances.

Please provide an explanation:

Name of Organization: _____

Property Address: _____

Mailing Address: _____

Email Address: _____

Business/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.

Per § 4-2.2. of the Kaua'i County Code, a fee will be assessed for requested document copies.

REAL PROPERTY ASSESSMENT

- (808) 241-4224 (main) • (808) 241-6252 (fax)
- rpassessment@kauai.gov (email)
- 4444 Rice Street, Suite 454 • Līhu'e, Hawai'i 96766

REAL PROPERTY COLLECTION

- (808) 241-4272 (main)
- rpc@kauai.gov (email)
- 4444 Rice Street, Suite 463 • Līhu'e, Hawai'i 96766

www.kauai.gov or www.kauaipropertytax.com (website)

An Equal Opportunity Employer



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REQUIREMENTS OF CHARITABLE/NONPROFIT EXEMPTION

For a charitable or nonprofit organization to be exempt from real property taxes, the following must be completed:

1. File two (2) copies of RP Form P-5 on or before **SEPTEMBER 30th** prior to the year that exemption is desired.
2. Submit a copy of the Articles of Incorporation that state that the organization is nonprofit and that if the organization should 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 30th** prior to the year that the exemption is being filed.
4. The organization must be physically using and occupying the property on or before **SEPTEMBER 30th** prior to the year the exemption is being applied for.
5. A current Determination or Affirmation letter of Approval from the Internal Revenue Service on the status of the 501-3C.

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