



County of Hawai'i Planning Department

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For Office Use Only

SHORT-TERM VACATION RENTAL (STVR) CHANGE OF INFORMATION APPLICATION

This form is being submitted, in accordance with Planning Department Rules of Practice and Procedure Rule 23, to inform the Hawai'i County Planning Department of a change to Registration information pertaining to an approved STVR.

This Change of Information applies to (please check all that apply):

(1) Landowner (2) Reachable Person (3) Modification of STVR

Please fill in the information below, along with the corresponding numbered section(s) based on your selection(s) above:

STVR- _____ - _____ (If applicable) NUC-19- _____

TAX MAP KEY/PARCEL I.D.: (3) _____

STVR PHYSICAL ADDRESS: _____

CITY: _____ /HAWAI'I ZIP CODE: _____

Please send Original Correspondence to: _____

(1) LANDOWNER(S)

This Change of Information is for a(n): NEW Landowner(s)
 Update to Current Landowner(s) information

NAME: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO.: (_____) _____ EMAIL: _____

(Landowner Addendum is available for additional New Landowners)

Instructions: If this form is being submitted ONLY to update the Current Landowner(s)' contact information, no additional documents are necessary; **however, NEW Landowners shall submit the following:**

1. **Conveyance document.** Please provide a copy of the conveyance document (i.e., deed, court order, etc.) once it has been recorded by the State of Hawai'i Department of Bureau of Conveyances, showing lawful conveyance of the STVR property from former landowner(s) of record to new landowners. If the Landowner is a Trust, LLC or other Entity, attach a copy of the documentation (such as Trust Documents, Articles, Agreements, etc.) that established the Entity and sets forth the names of the person(s) authorized to act and sign on behalf of the Landowner Entity. Lack of or incomplete proof of authorization may result in a rejection of your request.

*Short-Term Vacation Rental
Change-of-Information Application*

2. **Notarized STVR Affidavit of Compliance.** New Landowners please complete and sign a copy of the Affidavit of Compliance and submit notarized affidavit(s) with this application
3. **Copies of State of Hawai'i General Excise (GE) Tax License and Transient Accommodations Tax (TAT) License.** Please submit copies of your current and up to date State of Hawai'i General Excise Tax and Transient Accommodations Tax licenses for your STVR.

(2) REACHABLE PERSON

This Change of Information is for a(n): NEW Reachable Person
 Update to Current Reachable Person's information

REACHABLE PERSON: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO.: Day (_____) _____ Evening: (_____) _____

EMAIL: _____

SIGNATURE: _____ DATE: _____

Instructions: If this form is being submitted ONLY to update the Current Reachable Person(s)' contact information, no additional documents are necessary; **however, a NEW Reachable Person shall submit the following:**

1. **Authorization from STVR Host/Operator.** Original signed letter from the STVR Host/Operator authorizing the New Reachable Person to perform in that capacity.

(3) NOTIFICATION FOR MODIFICATION OF STVR NON-CONFORMING STRUCTURE

Pursuant to Hawai'i County Code Chapter 25 Zoning Section 25-4-61 any nonconforming use may be enlarged within the building it occupies, but shall not be enlarged or increased to occupy a greater area of land, nor shall it or the portion of the building housing it be moved in whole or in part to any other portion of the building site occupied by such nonconforming use.

In accordance with the above statement, should you enlarge and/or alter the STVR Non-Conforming Structure in any manner, you will forfeit the STVR's Non-Conforming Use Certificate.

Please save copies of all of your documents.