



County of Hawai'i Planning Department

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For Office Use Only

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

Please use this Short-Term Vacation Rental (STVR) Change of Information application to update your STVR file if the ownership or reachable person information for your STVR has changed recently.

This Application requests changes to (check all that apply): ☐ Owner ☐ Reachable Person ☐ Other

STVR - 19 - _____ If applicable: NUC - 19 - _____

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

STVR PHYSICAL ADDRESS: _____

CITY: _____ /HAWAI'I ZIP CODE: _____

APPLICANT: All correspondence will be addressed to the Applicant listed below.

NAME (Please print): _____

By signing below, you affirm that the STVR property is not used as a primary residence:

APPLICANT'S SIGNATURE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO.: (____) _____ EMAIL: _____

OWNER: This request is being made to note: ☐ New Owner(s)

☐ Updated contact information

NAME (Please print): _____

By signing below, you affirm that the STVR property is not used as a primary residence:

OWNER'S SIGNATURE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO.: (____) _____ EMAIL: _____

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STVR Change-of-Information Application

REACHABLE PERSON: This request is being made to note: ☐ New Reachable Person
☐ Updated contact information

Please note: Hawai'i County Code §§25-1-5 and 25-4-16(c)(1) require that a Reachable Person:

- (1) Reside in Hawai'i County;
- (2) Be reachable by guests, neighbors, and County agencies on a twenty-four hour, seven days-per-week basis;
- (3) Respond via telephone to a request from a guest, neighbor, or County agency within one hour of receiving that request; and
- (4) Be physically present at the STVR within 3 hours of receiving a call from a guest, neighbor, or County agency, when their presence is requested.

NAME (Please print): _____

By signing below, you affirm that the STVR property is not used as a primary residence:

REACHABLE PERSON'S SIGNATURE: _____

PHONE NO.: (____) _____ EMAIL: _____

OWNER'S SIGNATURE: _____

INSTRUCTIONS:

- Complete this application form.
- Collect supporting documents, if required. (*see below* ****Required documents for New Owners****)
- Scan and save each document individually in PDF format.
- When you are ready to apply, please visit the Department's Electronic Processing and Information Center's (EPIC) welcome page: <https://hawaiicountyhi-energopub.tylerhost.net/Apps/SelfService#/home>
- Pursuant to Rule 23 of the Planning Department Rules of Practice and Procedure, the Director may request additional information to facilitate processing your Change of Information request.
- **The Department reserves a 90-day review period for STVR applications to accommodate volume.**

****Required documents for New Owners**:** If you are a new owner of an STVR parcel, please include these supporting documents with your submittal:

1. **Completed Application form.** Fill out both Owner and Reachable Person sections.
2. **Recorded conveyance document.** A copy of the conveyance document (i.e., deed, court order, etc.) bearing the State of Hawai'i's Bureau of Conveyances' recordation stamp on the first page.
3. **Owner Authorization, if applicable.**
 - Authorized Agent: If you are an authorized agent making this request on behalf of the STVR owner, please include a signed owner authorization letter with your submittal.
 - Non-person/Entity Owner: If the STVR owner is a non-person entity (i.e., trust, LLC, etc.), please include a copy of the document that names the person(s) authorized to sign on behalf of the entity.
4. **Statement of Compliance** – All registered owners, or their authorized agent, must complete and sign the STVR Change of Information Statement of Compliance.
5. **State of Hawai'i General Excise (GE) and Transient Accommodations Tax (TAT) Licenses.** Please submit copies of the owner/operator's State of Hawai'i General Excise and Transient Accommodations Tax licenses or a State of Hawai'i Department of Taxation document that lists these tax license numbers.

Please save copies of all of your documents.