

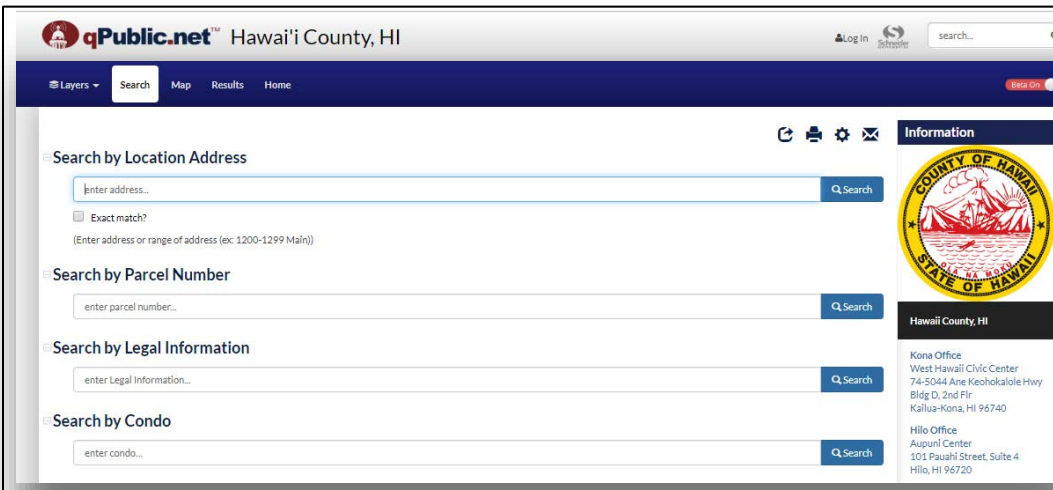
How to Create a Surrounding Property Owner List Using Real Property Tax Website

The following instruction sheet will allow you to generate a surrounding property owner list for mailing 1st and 2nd notices to property owners as part of Planning Department applications, utilizing tools available in the County's Real Property Tax (RPT) website: <http://www.hawaiipropertytax.com>. (Created 10.13.20)

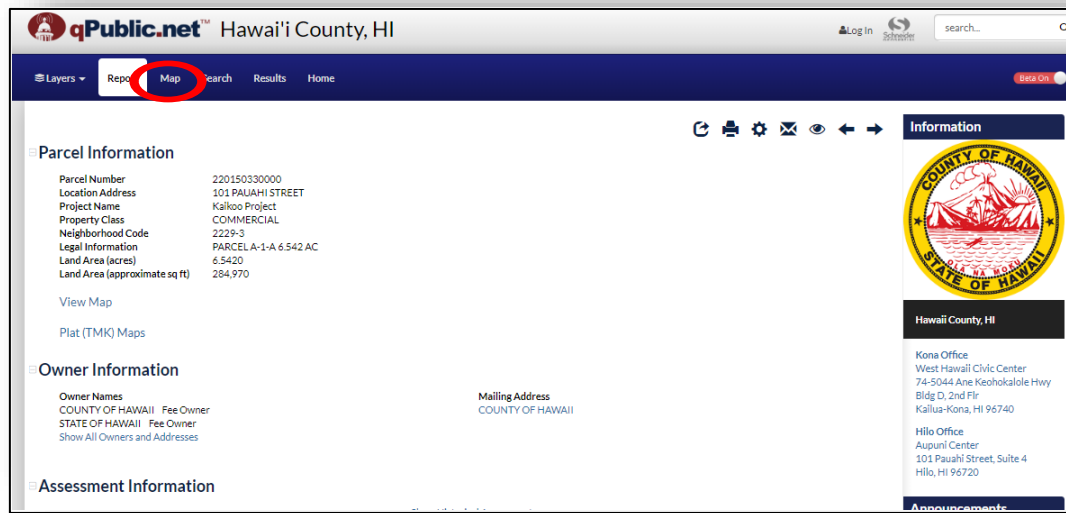
1. From the RPT website homepage, select **"Search Records."** On the next page, click, **"Yes, I accept the above statement."**



2. Search for your property by Location Address, Parcel Number, Legal Information or Condo and hit the **"Search"** icon to the right of the field.



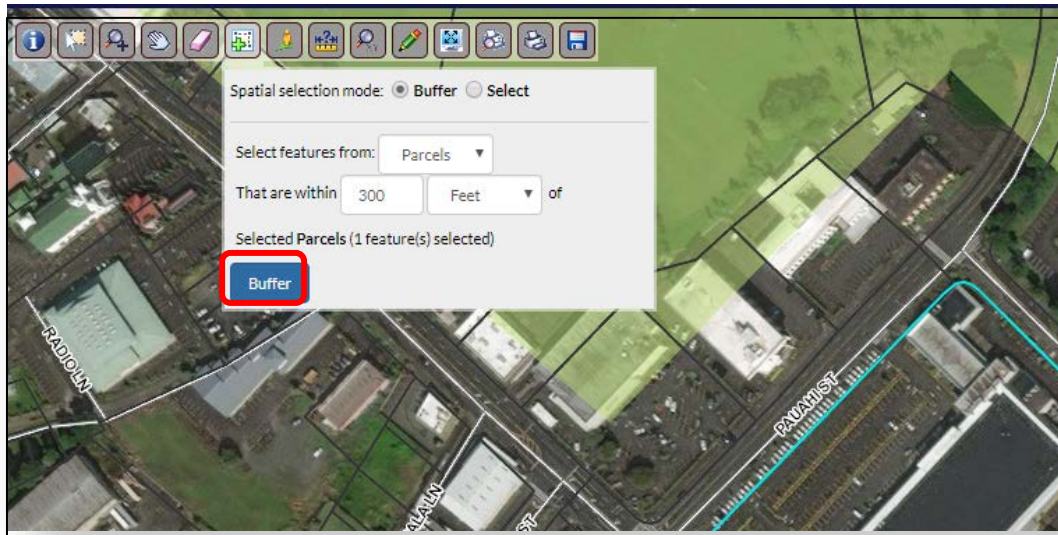
- Once the property is found, you will be taken to a "Parcel Information" page. Select the "Map" option at the top of the page.



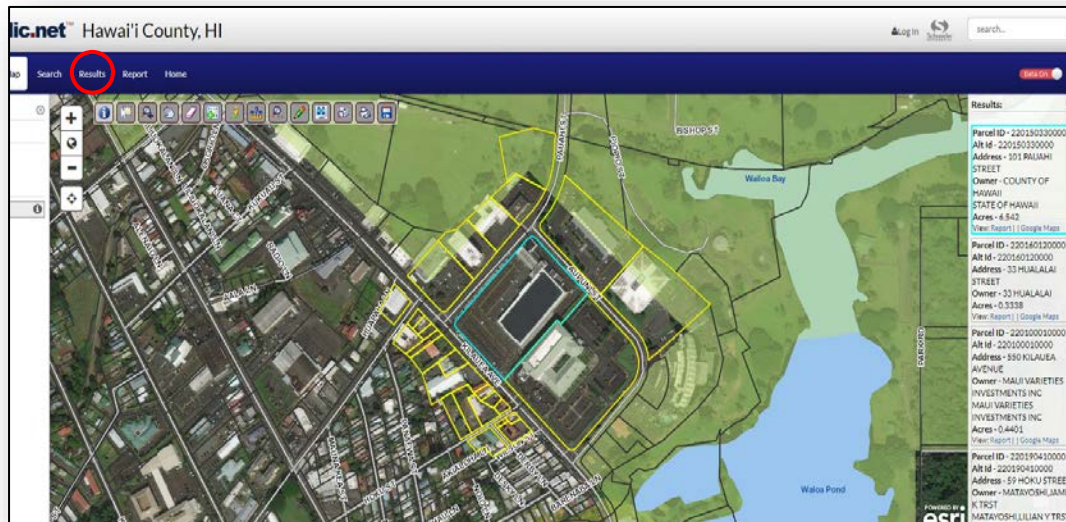
- On the map page, you will see your parcel highlighted in blue. In the toolbar at the top left of the map, select the "Spatial Selection Tool" icon. (Outlined in red & expanded below).



5. Once selected, the Spatial Selection Mode box will pop-up. Make sure that the **“Buffer”** circle is checked. The **“Select features from:”** box should be on **“Parcels.”** Type in the distance (in feet) of the buffer you want in the **“That are within”** box. Finally, hit the **“Buffer”** button at the bottom left of the box.(See example below)



6. A new map will appear showing all of the properties within 300 feet of the selected property outlined in yellow and a set of parcel information boxes on the right-hand side of the maps. Select the **“Results”** tab at the top left of the page.



7. The “**Parcel Results**” page will provide a list of the selected properties including: TMK (Parcel ID), Owner, and Property Address.

Parcel ID	Owner	Property Address
220100010000	MAUI VARIETIES INVESTMENTS INC	550 KILAUEA AVENUE
220110430000	LONGS DRUG STORES INC	555 KILAUEA AVENUE
220110440000	NEW KAIKOYO BUILDING INC DEPT OF COMMERCE & CONSUMER AFFAIRS DEPT OF HAWAIIAN HOME LANDS FAMILY PROGRAMS HAWAII	120 PAUAAHI STREET
220120040000	COUNTY OF HAWAII	25 AUPUNI STREET
220120120000	CHUNGWUN, LLC	80 PAUAAHI STREET
220120160000	STATE OF HAWAII	

8. Scroll to the bottom of the page and you will see a “**Mailing Labels**” section. Select the “**Owner**” circle after “**Show addresses of:**” and then select the desired “**Download format**” from the dropdown menu. Selecting “**Excel (.xlsx)**” will allow the list to be downloaded to Excel to print and provide to the Planning Department. Selecting “**Address labels (5160)**” will allow you to download mailing labels to affix to an envelope for mailing.

Parcel ID	Owner	Property Address
220190410000	MATAYOSHI, JAMES K. TRST	59 HOKU STREET
220190480000	740 KILAUEA K & M LLC ESSER CORP	740 KILAUEA AVENUE
220190510000	HWANG, INPYO	
220190520000	HWANG, INPYO	730 KILAUEA AVENUE

Mailing Labels

Show address of: ☒ Owner ☐ Property

Download format:

Download

Additional mailing label options:
☐ Show parcel id on label

Skip labels:

For best results, uncheck "Fit to Page" in your print settings.