CITY AND COUNTY OF HONOLULU
DEPARTMENT OF PLANNING AND PERMITTING

Short-Term Rental Disclosure Statement

Ordinance 22-6 requires an owner of residential real property to disclose to a potential buyer, prior to the execution of a real estate purchase contract, this disclosure statement which requires the following information relating to the real property's eligibility for use as a short-term rental (STR).

This statement refers to the residential real property located at:
Building Name: _____
Address: _____ Unit: _____ Zip Code: _____
Tax Map Key: <u>1</u> - __ - __ - __ __ __ - __ __ __   Zoning District: _____

The following information is required:
Seller's Name: _____
Email Address: _____ Phone No.: _____

Buyer's Name: _____
Email Address: _____ Phone No.: _____

NOTICE TO BUYER (check one box):

1. ❑ Seller discloses that the operation of a STR is *not* a legal use for the residential real property being sold. *If this box is checked, skip items 2 to 4.*
2. ❑ Seller discloses that the property is a "hotel," therefore is exempt from needing a STR license. *If this box is checked, skip items 1, 3, and 4.*
3. ❑ Seller discloses that the operation of a STR is an allowed legal use for the residential real property being sold. Seller shall provide the following evidence of legal use as a STR:

    (A) The applicable government permit number, such as a nonconforming use certificate (NUC) number _____ or STR license number: _____.

    (B) State of Hawaii tax clearance certificate evidencing payment of general excise taxes and transient accommodation taxes owed to date.

    NOTE: NUCs are transferable to new owners; STR licenses are not transferable to new owners.

    If a NUC is to be renewed by a new owner pursuant to ROH Section 21-4.110-1(f) and Section 21-4.110-2(h), documentation from the Seller that the transient occupancies occurred <u>during the applicable time period</u> to show compliance with ROH Section 21-4.110-1(b) and Section 21-4.110-2(b) should be provided to the Buyer. If at the time of renewal, documentation of compliance with ROH Section 21-4.110-1(b) is not provided, the NUC cannot be renewed. Buyer is responsible for contacting the department to update the contact information for the NUC.

4. ❑ Seller discloses that the operation of a STR is an allowed legal use for the residential real property being sold, is within a zoning district where the operation of STRs is allowed, however, the unit has not been used as a STR, and therefore does not have a NUC or STR license.

5. Within seven (7) days *after* the closing of the sale of the residential real property, Seller shall submit a copy of this completed statement and information listed under 3(A) and 3(B) to the Department of Planning and Permitting via email to STR@honolulu.gov.

THE REPRESENTATIONS ON THIS DOCUMENT ARE SOLELY THOSE OF THE SELLER. THE INFORMATION HAS NOT BEEN CONFIRMED BY ANY AGENCY OF THE CITY AND COUNTY OF HONOLULU.

SELLER's Signature: _____ Date: _____

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*I, the **Buyer**, acknowledge that I have received all relevant documentation noted on this Disclosure form. I understand that if the unit is within the legally allowed areas for STR operation, that I am responsible for registering the unit as an STR or renewing the NUC, with the City and County of Honolulu prior to operations.*

BUYER's Signature: _____ Date: _____

<u>HELPFUL WEBSITES</u>

A copy of Ordinance 22-6:
https://www.honolulu.gov/dpp/wp-content/uploads/sites/56/2024/07/ORD22-006.pdf
Information about STRs: https://www.honolulu.gov/dpp/permitting/str/
Information about NUCs:
https://www.honolulu.gov/dpp/permitting/str/str-faq/
List of properties legally registered to operate:
https://cchnl.maps.arcgis.com/apps/webappviewer/index.html?id=a87c9d1a9c4147c48286f569701f21b4
State of Hawaii Tax Clearance Certificates: https://tax.hawaii.gov/geninfo/a2_b2_3tax_clearance/