

(PLEASE RETURN THIS FORM WHEN RESUBMITTING DOCUMENTS FOR RECORDATION)

TO: _____

State of Hawaii
Department of Land & Natural Resources
BUREAU OF CONVEYANCES
P O Box 2867
Honolulu, Hawaii 96803
BOC Website: www.hawaii.gov/dlnr/boc

We cannot record your document(s) for the following reason(s):

- The first page of the document must contain the following:
 - Top 3 1/2 "must be reserved for Registrar's recording information.
 - The mailing address to whom the document should be returned, typewritten 1 1/2 " from the left margin, not to exceed 3 1/2 " a line.
 - Type of document; Grantor(s) name; Grantee(s) name and address; Tax Map Key
(To meet this requirement, use the coversheet under "forms" from our website.)
- Documents should be no larger than 8 1/2 x 11 inches and should be single-sided sheets of written text.
- Document will not reproduce legibly under digital imaging. Documents with highlights are not acceptable for imaging.
- Names of parties must conform throughout the document (body of instrument, signature, line and notary page).
- Names of individuals, signing in their individual capacity, must be typewritten stamped or printed beneath signatures.
- Notarial acknowledgment required or incomplete: Venue required; Notarial Seal required; Other _____
- No paper or materials can be secured or attached in a manner that may conceal any written text.
- Notary/Party of interest needs to initial all changes (white-out) insertions (*) or deletions in instrument, **if needed.**
- Authentication of foreign notary public required: Consulate/Apostille
- Book and Page or Document Number of _____ not referenced in instrument or is incomplete.
- Missing: Exhibit _____; Schedule _____; Self-addressed stamped envelope; Other _____.
- Document(s) must include original or electronic signature(s). Signature of _____.
- Judgment requires reference to Tax Identification Number of party against whom judgement is filed or statement that information is not in the possession of the party seeking recordation. (Only last four digits of Social Security Number (SSN) REQUIRED).
- Conveyance Tax Certificate: Not Presented; Incomplete **(For forms go to www.tax.hawaii.gov/forms)**
 - **Any questions on Conveyance Tax Forms should be directed to the Department of Taxation. If using form P-64B (Exemption from Conveyance Tax), Part III, send entire package to Tax Office for approval at:**
State of Hawaii Department of Taxation – Technical Section; Attention: Conveyance Tax Clerk;
P.O. Box 259, Honolulu, Hawaii 96809 Phone: (808) 587-1577

Fees

Conveyance Tax Fee	\$ _____	(Contact Dept. of Taxation for Conveyance Tax Fee. \$1.00 min. may apply)
Recording Fee for Land Court	\$ _____	(\$36.00 per instrument up to 50 pgs.; \$101.00 for 51 pgs. or more)
New Issuance of Certificate of Title No.	\$ _____	(\$50.00 for each New Certificate of Title, \$5.00 for ea addtl memorandum)
Recording Fee for Regular System	\$ _____	(\$41.00 per instrument up to 50 pgs.; \$106.00 for 51 pgs. or more)
Certified Copy Fee	\$ _____	(\$10.00 plus \$1.00 per page) for _____.
Miscellaneous Fee	\$ _____	for _____.
Total Fee Due	\$ _____	Check Payable to: BUREAU OF CONVEYANCES

- Returning: Document(s) _____ Check # _____ for \$ _____.
- Correct Certificate of Title (CT) _____ not referenced in document(s).

- Instrument does not contain:**
 - Full name of parties (no initials permitted).
 - Marital status of Grantee(s) required.
 - Address of: Grantee(s); Debtor(s)/Secured Party; Assignee(s); Lessee; Other _____.
 - Individuals taking title, if married, with full name of spouse. (No initials permitted)
 - Corporate party information missing: Letter or Certificate of Good Standing; State of incorporation; Corporate address.
 - Certificate of Title must be amended to note: Marriage; Divorce; Death; Other _____.
- Petitions to amend a Certificate of Title are filed with the Land and Tax Appeal Court. A certified copy of the filed petition to amend a Certificate of Title must be recorded at the Bureau of Conveyances. The Land and Tax Appeal Court is located at:**
LAND AND TAX APPEAL COURT, 777 Punchbowl Street, Honolulu, Hawaii 96813-5093 Phone: (808) 539-4777
WEBSITE: http://www.courts.state.hi.us

See attached: for UCC Financing Statements

Remarks: _____

**** FOR CONFIRMATION OF RECORDINGS, SUBMIT A COMPLETE COPY WITH YOUR ORIGINAL, AND 2 SELF-ADDRESSED STAMPED ENVELOPES. ****
**** THE ORIGINAL WILL BE RETURNED AFTER PROCESSING. ****

Receiving Clerk
Email: _____
Phone: (808) 587-0135 (Regular System); (808) 587-0139 (Land Court)