

Information and Instructions
Claim for Exemption
During Construction Work of and Marketing of
Affordable Dwelling Units or Affordable Rental Housing Project
Revised Ordinance of Honolulu ("ROH") § 8-10.34

1. File this form and all supporting documents with Real Property Assessment Division ("RPAD") by September 30 preceding the first tax year for which the exemption is being claimed.
2. The claim for exemption, once allowed, will expire three calendar years after the issuance of the building permit, upon issuance of a certificate of completion, or upon issuance of any certificate of occupancy, whichever occurs first.
3. Please submit all required supporting documents for one of the following types of affordable rental projects:
 - a. A ROH Chapter 29 project:
 - i. A building permit;
 - ii. A copy of the executed Affordable Housing Agreement ("AHA") or Regulatory Agreement ("RA"); and
 - iii. A copy of the executed and recorded Declaration of Restrictive Covenants ("DRC").
 - b. A Planned Development-Transit ("PD-T") (ROH § 21-9.100-10) project, or an Interim PD-T (ROH § 21-9.100-5) project:
 - i. A building permit;
 - ii. A copy of the executed AHA or RA; and
 - iii. A copy of the executed and recorded DRC.
 - c. A HRS § 201H-36(a)(5) project:
 - i. A building permit;
 - ii. A copy of the executed AHA; and
 - iii. A copy of approval or certification from the Hawaii Housing Finance and Development Corporation or other applicable agency.
 - d. A ROH Chapter 32 project (also known as "Bill 7" project):
 - i. A building permit; and
 - ii. A copy of the executed DRC with a minimum 15-year affordability period.
4. Additional supporting documents required by RPAD to be submitted with this claim form include:
 - a. Plot plans and building diagrams that illustrate the location, specific use of each area, and identification of qualifying units both on-site and off-site.
 - b. A letter of authorization signed by the fee owner, authorizing their representative to submit the claim (if applicable).
5. If the affordable rental project covers multiple TMKs, a separate claim form must be filed for each TMK along with a copy of the Joint Development Agreement.
6. If a ROH Chapter 32 (Bill 7) project does not comply with the signed DRC within five years after the exemption for qualifying construction ends, the exemption will be retroactively canceled, and the taxpayer will be required to repay the full amount to the City in accordance with ROH § 8-10.34(f).
7. This form cannot be filed by fax or email. The claimant may mail or hand-deliver the claim form, along with all supporting documents, to one of the two RPAD offices listed below. This form is also available for download at realproperty.honolulu.gov. To receive a file-stamped copy, submit a self-addressed, stamped envelope with this form. For questions, email bfsrmailbox@honolulu.gov or call (808) 768-3799.

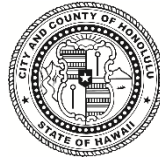
Real Property Assessment Division
842 Bethel Street, Basement
Honolulu, HI 96813

Real Property Assessment Division
1000 Ulu'ōhi'a Street #206
Kapolei, HI 96707

Disclaimer: RPAD provides general information regarding real property tax assessments. RPAD does not provide legal or other professional advice. Individuals with specific inquiries regarding ownership, real property tax law, or the appraisal process are encouraged to consult with an attorney or other qualified professional.



Parcel ID (Tax Map Key No.)



Real Property Assessment Division
Department of Budget and Fiscal Services
City and County of Honolulu
realproperty.honolulu.gov
(808) 768-3799

Enter 12-digit Parcel ID

Claim for Exemption
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Affordable Rental Project Name	Site Address
Claimant's Name	Claimant is: the Owner an Authorized Representative
Mailing Address (If different from site address)	
Phone Number	Email Address

Affordable Rental Project Information

Building Permit Number	Date of Permit Issuance
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Affordable Rental Project Type: (Check one)

- a. A ROH Chapter 29 project
- b. A PD-T permit (ROH § 21-9.100-10) project or an Interim PD-T(ROH § 21-9.100-5) project
- c. A HRS § 201H-36(a)(5) project
- d. A ROH Chapter 32 project (also known as "Bill 7" project)

Estimated Completion Date:	Is this an extension request? Yes No
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Certification and Acknowledgement

I hereby certify that the information provided in this form and the supporting documents is true and accurate to the best of my knowledge. I understand that any false statements may result in disqualification of exemption and imposition of taxes and penalties. I further acknowledge that I have read and followed the instructions for completing this form.

Print Name

Signature

Date

FOR OFFICIAL USE ONLY

Received By _____ Received Date (post office cancellation mark) _____ Appraiser ID: _____

For Tax Year _____ Effective Date _____ Exemption End Date _____

Documents ☐ Affordable Housing Agreement ☐ Restrictive Covenant ☐ Other ☐ Approved ☐ Disapproved

BUILDING #1 EXEMPT % _____ BUILDING #2 EXEMPT % _____ Letter of Authorization : ☐ Y ☐ N