



Information and Instructions

Annual Report - Off-Base Military Housing Projects on Federal Property Revised Ordinances of Honolulu ("ROH") § 8-10.15 and Subtitle 5 Chapter 21 Rules

1. Filing deadline is **September 1** preceding the tax year for which the exemption is allowed.
2. Complete Form BFS-RPA-E-8.10.15 *Annual Report – Off-Base Military Housing Projects on Federal Property*:
 - a. Enter Parcel ID (tax map key number), project name, type of filing, site address, managing agency and contact information.
 - b. Indicate whether the project is existing, new, or renovated.
 - c. Describe specific use(s) of parcel and enter lease information.
 - d. Enter specific information regarding insurable value, number and type of units, occupancy rates, and project total land area.
3. Attach all applicable supporting documents to completed form prior to submission for the initial filing:
 - a. Copies of currently in force lease agreements and government contracts/agreements.
 - b. Architectural site and floor plans.
 - c. Plot plan showing the location of building(s) and area(s) (in square feet), indicating their specific use, including all area(s) of land and building(s) that are used exclusively for military housing purposes, and describing any part of the property used for purposes other than providing off-base military housing.
 - d. Copies of insurance documents showing the replacement cost values listed in each and every fire and peril insurance policy covering the subject property or any portion thereof, including, without limitation, all documents reflecting replacement cost estimates in connection therewith.
4. Attach all applicable supporting documents to completed form prior to submission for a subsequent annual filing:
 - a. Copies of new currently in force lease agreements, amendments and government contracts/agreements that replace expiring leases or agreements.
 - b. Architectural site and floor plans (for new construction and renovations only).
 - c. Plot plan showing the location of building(s) and area(s) (in square feet), indicating their specific use, including all area(s) of land and building(s) that are used exclusively for military housing purposes, and describing any use of the property that has changed since the last filing.
 - d. Copies of insurance documents showing the replacement cost values listed in each and every fire and peril insurance policy covering the subject property or any portion thereof, including, without limitation, all documents reflecting replacement cost estimates in connection therewith.
5. How to file:
 - a. A fillable claim form is available online at realproperty.honolulu.gov.
 - b. Please submit the completed application form in person or by mail, along with all required documents, to any of the Real Property Assessment Division ("RPAD") offices listed below:
Honolulu Office: 842 Bethel Street, Basement, Honolulu, HI 96813, or
Kapolei Office: 1000 Ulu'ōhi'a Street, #206, Kapolei, HI 96707
When mailing, use First-Class, Certified, Registered, or Certificate of Mailing. Include a self-addressed, stamped envelope for a receipted copy.

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)



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

Enter 12-digit Parcel ID

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Name of Project		This filing is: ☐ Initial Filing ☐ Subsequent Filing	
Site Address		Name of Managing Agency	
Mailing Address (if different than site address)		Website	
Print Agent's Name	Agent's Title	Agent's Phone #	Agent's Email

Project Information:

☐ Existing ☐ Newly Constructed* ☐ Undergoing renovations OR renovations recently completed*
Is the lease recorded at the Bureau of Conveyances? ☐ No ☐ Yes Instrument Number: _____
Lease Term: From: _____ To: _____

Required Attachments:

1. Copy of Current Lease and Government Contract(s) or Regulatory Agreement(s)

2. *For New/Renovated Properties only:

Architectural site/floor plan for each building, unit type, and community structure (include a timeline for completion of structures currently undergoing construction or renovation).

3. Are all of the land and/or building(s) on the parcel used exclusively for the purpose claimed? ☐ Yes ☐ No
If "No," attach a plot plan illustrating the location of building(s) and building areas (in square feet), and indicating the specific use of each area, including all area(s) of land and building(s) that are used exclusively for military housing purposes. Explain and state the total area used for this purpose: _____

4. Copies of insurance policy documents reflecting all replacement cost values.

Total Replacement Cost Value: _____

Number of units in project: Single Family: _____ Multifamily: _____ Total: _____

Average rent per unit type: Single Family: _____ Multifamily: _____ Total: _____

Occupancy Rates: Military: _____% Civilian: _____% Total: _____%

Project Total Land Area: _____

Certification and Acknowledgment

I hereby certify that the information provided in this form and the supporting documents are true and accurate to the best of my knowledge. I understand that any false statements may result in the disqualification of the exemption and the 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 Tax year _____

FOR OFFICIAL USE ONLY

☐ Allowed

☐ Disallowed

Received By: _____ Documentation Attached: ☐ Government Contract/Agreement ☐ Plot Plan ☐ Insurance Policy

Date Received: _____ (post office cancellation mark): ☐ Architectural Site Plans ☐ Lease Agreement ☐ Architectural Floor Plans