

Information and Instructions
Petition to Dedicate Certain Property for Residential Use
Five Year Dedication that Begins from Tax Year 2028 (July 1, 2028-June 30, 2033)
Revised Ordinances of Honolulu ("ROH") § 8-7.5

1. To qualify for a residential use dedication, the claimant must either live on the property or use it exclusively for personal use. If the property is rented, it must be leased to one or more tenants for periods of 90 or more consecutive days. A separate petition must be filed for each TMK.
2. The filing deadline for this claim is September 1, 2027. If approved, five-year dedication will begin on July 1, 2028 and ends on June 30, 2033.
3. The notice of assessment serves as the notification of the approval, partial approval, or disapproval of the claim for dedication. A five-year residential dedication auto-renews unless canceled in writing by September 1 of the fifth year. Otherwise, please contact the Real Property Assessment Division ("RPAD") to confirm that dedication is in effect.
4. If the property changes ownership within the five-year period, the dedication will terminate at the end of that period. The new owner must file a petition by September 1 of the fifth year to begin a new dedication period.
5. The mailing address on this form is used solely for communication regarding this petition. To change the mailing address for the notice of assessment and tax bill, please submit Form BFS-RP-M-8-2.1C.
6. If the property is a leasehold, enter the lease expiration date. Additional supporting documents may be required by RPAD to be submitted with this claim form.
7. **All owners/lessees** must sign the petition. If the property is leasehold, the signature of the fee owner is not required; only the lessees need to sign the form(s). Please use additional forms if there are more than 4 owners/lessees. Business entities must include the signature of an authorized representative, accompanied by written evidence of that person's authorization.
8. This petition cannot be filed by facsimile transmission (fax) or via email.
9. The claimant may mail or hand-deliver the claim form, along with all supporting documents, to one of the two RPAD offices listed below. If hand-delivered, the completed petition form must be received by RPAD no later than 4:30 p.m. on **September 1** preceding the tax year in which the dedication will become effective. If the petition is mailed, it must be postmarked by the U.S. Postal Service no later than **September 1**. This form is also available for download at realproperty.honolulu.gov. To receive a file-stamped copy, include a self-addressed stamped envelope with your submission. For questions, email bfsrmailbox@honolulu.gov or call (808) 768-3799.

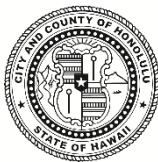
Real Property Assessment Division
842 Bethel Street, Basement
Honolulu, HI 96813

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 _____

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Petitioner Name (Primary Contact Person)	Telephone	Email Address
Site Address		
Mailing Address (If different from site address)		
LAND	The property is zoned: ☐ Apartment ☐ Business ☐ Industrial ☐ Resort ☐ Mix-Use ☐ TOD ☐ Fee Simple ☐ Leasehold Expiration date of lease: _____	
IMPROVEMENTS	☐ Single-unit dwelling Total number of single-unit dwelling(s): _____ ☐ Apartment building Number of apartment building(s): _____ Total number of apartment units: _____ ☐ Condominium unit Project Name: _____ ☐ Condominium parking unit used in conjunction with residential unit # _____ within the same project. ☐ Condominium storage unit used in conjunction with residential unit # _____ within the same project.	
USE	☐ I live on the property and/or use it exclusively for my own personal use. ☐ The property is rented to one or more tenants for periods of 90 or more consecutive days. ☐ Is any part of this property being used for non-residential purposes or being rented for periods of less than 90 days? If yes, indicate use: _____	
Certification and Acknowledgement		
I hereby certify that the information provided in this form and supporting documents is true and accurate to the best of my knowledge. I understand that any false statements may result in disqualification of dedication 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
_____ Print Name	_____ Signature	_____ Date
_____ Print Name	_____ Signature	_____ Date
_____ Print Name	_____ Signature	_____ Date
FOR OFFICIAL USE ONLY		
Received By: _____ Received Date (post office cancellation mark): _____		
For Tax Year 2028 Petition No: _____ Land Classification: _____ ☐ Approved ☐ Disapproved		