



Information and Instructions

Annual Filing Form for Five-Year Affordable Long-Term Residential Rental Use Dedication Revised Ordinances of Honolulu ("ROH") § 8-7.6

1. **Filing Deadline:** This form must be submitted to the director by **September 1** of each year during the dedication period, preceding the upcoming tax year.
2. **Required Submissions:** Per ROH § 8-7.6(i), the owner must submit:
 - a. A copy of the rental agreement that will be in effect during the upcoming tax year (minimum 12-month term required);
 - b. If the tenant is a new eligible tenant, a copy of the eligible tenant's certification (completed in this form); and
 - c. Evidence as may be required by the director to verify the rent amounts as required under ROH § 8-7.6.
3. **Affordable Definition:** The long-term residential rental must be rented at no more than the maximum monthly rent based on the number of bedrooms, for households whose annual income does not exceed 100% of the area median income, adjusted for household size, using HUD annual income limits for Honolulu. The same calculation method applies to units with more than four bedrooms.
4. **New Eligible Tenant:**

If your tenant has changed since your last filing, a new Eligible Tenant Certification must be completed and submitted with this form. One certification per household. If there are more than two tenants per unit, attach an additional sheet with the same certification, signatures, and dates. An "Eligible Tenant" is a natural person or persons who:

 - a. Have no ownership interest in a dwelling unit or lodging unit;
 - b. Will reside in the affordable long-term residential rental as their principal home; and
 - c. Certify the accuracy of (a) and (b).
5. **Violations and Penalties:**

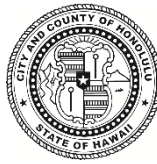
Violation of the dedication will result in the cancellation of the dedication retroactive to the tax year preceding the tax year in which the violation occurred, and rollback taxes plus a 10% per year penalty become due as a **paramount lien** on the property. Please refer to § 8-7.6(h) for details.
6. **Sale or Transfer:**

If you are planning to sell or transfer the dedicated property, you must notify the director and all potential successors-in-interest in writing. Please refer to ROH § 8-7.6(j) for notification and disclosure requirements.
7. **How to File:**
 - a. Submit a fillable application form online at realproperty.honolulu.gov; or
 - b. Submit the completed application form in person or by mail, along with required documents, to any of the Real Property Assessment Division ("RPAD") offices:
 - i. Honolulu Office, 842 Bethel Street, Basement, Honolulu, HI 96813;
 - ii. Kapolei Office, 1000 Ulu'ōhi'a Street, #206, Kapolei, HI 96707
 - c. When mailing, use First-Class, Certified, Registered, or Certificate of Mailing. Include a self-addressed, stamped envelope if you would like 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 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

**Annual Filing Form
for Five-Year Affordable Long-Term Residential Rental Use Dedication**
ROH § 8-7.6

Petitioner Name		Dedication Period: Starting Tax Year: _____ Ending Tax Year: _____	
Site Address		Telephone	Email Address
Mailing Address (If different from site address)		<input type="checkbox"/> Use this address for Tax Bill and Assessment Notice	

Rental Description

Rental unit #1 - Number of Bedrooms: _____ Number of members in household: _____ New Tenant

Rental rate per month: _____ Start date of lease: _____ End date of lease: _____

Rental unit #2 - Number of Bedrooms: _____ Number of members in household: _____ New Tenant

Rental rate per month: _____ Start date of lease: _____ End date of lease: _____

Evidence that the property is currently used exclusively as an affordable long-term residential rental:

Signed Long-Term lease agreement Rent payment records

Eligible Tenant Certification(s) – Complete Only if Tenant Has Changed. One Certification Per Unit.

Note: Each Eligible Tenant Must Sign. Attach a separate signed sheet if additional signatures are needed.

I/We the undersigned tenant(s) hereby certify that: I/We individually or collectively (1) Have no ownership interest in a dwelling unit or lodging unit. (2) Will reside in the affordable long-term residential rental as my/our principal home. (3) The statements in (1) and (2) above are true and accurate.

Dwelling Unit #1:

Tenant Printed Name(s): _____ Tenant Signature(s): _____ Date: _____

Dwelling Unit #2 (if applicable):

Tenant Printed Name(s): _____ Tenant Signature(s): _____ Date: _____

Owner Declaration, Certification, and Acknowledgement

***Note: All recorded owners must sign this petition. Attach a separate signed sheet if additional signatures are needed.**

I/We hereby declare that the affordable long-term residential rental use will continue in the dedicated tax years and meet all the applicable requirements of ROH § 8-7.6(b). I/We understand that a violation of the dedication will result in rollback taxes plus a 10% per year penalty as a paramount lien on the property. I/We understand the automatic renewal and cancellation procedures under § 8-7.6(f), and the sale or transfer notification requirements and procedures under § 8-7.6(j). I/We certify that the information provided in this form and supporting documents are true and accurate to the best of my/our knowledge. I/We further acknowledge that I/We have read and understand the instructions for completing this form.

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date

FOR OFFICIAL USE ONLY

Received By: _____ Year of Dedication (Circle one): 1 2 3 4 5 Appraiser ID: _____

Received Date: _____ (post office cancellation mark) Approved Disapproved