

Parcel ID (Tax Map Key No.)



REAL PROPERTY ASSESSMENT DIVISION
DEPARTMENT OF BUDGET
AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
www.realpropertyhonolulu.com
(808) 768-3799

Enter 12-digit Parcel ID

ANNUAL CLAIM FOR CONTINUED EXEMPTION
Qualifying Affordable Rental Dwelling Units or Affordable Rental Housing Units
ROH § 8-10.33

This claim form and necessary documents must be submitted to RPAD by the September 30 deadline or a late filing penalty of \$500 must accompany this claim form and necessary documents on or before the November 15 deadline. IMPORTANT: Prior to completing this claim form, refer to page 2 for information.

Table with 2 columns: Field Name, Value. Fields include: Housing Project Name, Regulated Period (From: To:), Site Address, Claimant's Name and Mailing Address, Total Number of Affordable Rental Units, Number of units rented to households earning 80% AMI or less.

- If this housing project was approved under (1) ROH Chapter 29 Affordable Housing Requirements, (2) ROH § 21-9.100-10 a PD-T permit or ROH § 21-9.100-5 an IPD-T permit, submit an annual report and the additional documents described below.
□ If this housing project was approved under (3) HRS § 201H-36(a)(5) Exemption from general excise taxes, submit documents described below.
□ If this housing project was approved under (4) ROH Chapter 32 Affordable Rental Housing, submit an annual report and the additional documents described below.

Additional supporting documents that must be filed with this claim form:

- a. Certification from the regulatory agency that the housing project is in compliance with the current requirements of the respective housing project program. Not applicable to (4) ROH Chapter 32 Affordable Rental Housing.
b. Plot plans and building diagram(s) to illustrate location, square foot living area, specific use of each area and identification of qualifying units if there are any changes to report.
c. Rental applications, eligibility and income verification forms, and actual rent rolls reflecting household income and monthly rent for each qualifying unit.
d. \*A letter of representation signed by the fee owner or developer authorizing its representative to submit the claim for exemption.

Other documents may be requested to determine continuing qualification for exemption.

Owner/Developer/Authorized Representative\* Name and Title

Telephone

Email

Under penalty of law, I am an owner, developer, or an authorized representative, for the housing project named above. I certify the project being claimed for exemption continues to be in compliance with the affordable housing agreement, regulatory agreement, or declaration of restrictive covenant. I understand that false or fraudulent information shall cancel the exemption retroactive to the date the exemption was first granted pursuant to the initial claim for exemption and the project will be subject to back taxes and penalties.

Signature of Owner/Developer or an authorized representative

Date

\*If a representative of the owner or developer is executing this claim form, the claim form must be accompanied with a letter designating that representative to act on its behalf, and the letter must be executed by the owner or developer.

FOR OFFICIAL USE ONLY

Received By \_\_\_\_\_ Received Date (post office cancellation mark) \_\_\_\_\_

For Tax Year \_\_\_\_\_ Effective Date \_\_\_\_\_ Exemption End Date \_\_\_\_\_

Documents □ Recorded Affordable Housing Agreement □ Restrictive Covenant □ Other □ Approved □ Disapproved Appraiser \_\_\_\_\_

LAND EXEMPT % \_\_\_\_\_ BUILDING #1 EXEMPT % \_\_\_\_\_ BUILDING #2 EXEMPT % \_\_\_\_\_

## INFORMATION AND INSTRUCTIONS

Form BFS-RP-E-10.33A *Annual Claim for Continued Exemption – Qualifying Affordable Rental Dwelling Units or Affordable Rental Housing Units* is used for filing a claim for continued real property tax exemptions that apply to qualifying units during the regulated period. This exemption does not apply to any portion of the real property that is 1) used for commercial or other non-residential purposes, 2) not for the exclusive use of the tenants of the qualifying units, or 3) subject to any other exemption from real property taxation.

The owner/developer must annually file this claim form no later than September 30 preceding each tax year during the regulated period of affordability. The owner will provide a certification from the regulating agency that (1) the project continues to be in compliance with the affordable housing agreement, regulatory agreement and/or the declaration of restrictive covenant, as the case may be, (2) that the project complies with the applicable rental requirements, and (3) the qualifying units comply with the affordable rental limits, and include actual rent rolls reflecting household income and monthly rent for each qualifying unit.

If this claim form is not filed by September 30, then the exemption is subject to cancellation unless the owner files this claim form with a \$500 penalty payment by November 15. If this claim form is still not filed by November 15 with the \$500 penalty payment, the exemption will be cancelled and subject to back taxes and penalties. See ROH § 8-10.33(g) regarding the annual certification of compliance requirement, and ROH § 8-10.33(i) regarding back taxes and penalties. For specific language regarding the qualified dwelling units for this exemption, please refer to ROH Chapters 29 and 32, and ROH § 8-10.33.

Information and forms are available at the RPAD, Satellite City Halls, and the City and County of Honolulu's website at [www.realpropertyhonolulu.com](http://www.realpropertyhonolulu.com). RPAD mailing address:

842 Bethel Street, Basement  
Honolulu, Hawaii 96813

1000 Uluohia Street, #206  
Kapolei, Hawaii 96707

This form cannot be filed by facsimile transmission or via email. For a filed-stamped copy, submit with a self-addressed stamped envelope.

Disclaimer: The RPAD provides general information regarding real property tax assessments. RPAD does not give legal or other professional advice, and persons with specific inquiries regarding ownership, real property tax law and the appraisal process are urged to consult with an attorney or appropriate professional.