

Information and Instructions
Annual Claim for Continued Exemption
Qualifying Affordable Rental Dwelling Units or Affordable Rental Housing Units
Revised Ordinances of Honolulu ("ROH") § 8-10.33

1. After the initial year of qualifying for the exemption, this claim form must be filed annually with Real Property Assessment Division ("RPAD") by September 30 preceding each applicable tax year during the regulated or affordable period in order to maintain the exemption.
2. If the claim form is not submitted by September 30, the exemption may be canceled unless the owner submits the form along with a \$500 penalty payment by November 15. Failure to file by November 15 with the penalty payment will result in cancellation of the exemption and imposition of taxes and penalties.
3. Please submit a copy of the revised Affordable Housing Agreement ("AHA") or revised Regulatory Agreement ("RA"), and a copy of the revised Declaration of Restrictive Covenants ("DRC") if there have been any changes since the initial claim on your affordable rental project.
4. Please submit a document from the regulatory agency certifying continued compliance with the AHA/RA and applicable rental requirements for any of the following:
 - a. A ROH Chapter 29 project;
 - b. A Planned Development–Transit (PD-T)(ROH § 21- 9.100-10) project or an Interim PD-T (ROH § 21-9.100-5) project; or
 - c. A HRS § 201H-36(a)(5) project.
5. For a ROH Chapter 32 project (also known as "Bill 7" project), please submit supporting documents confirming that the affordable housing units are rented to households earning $\leq 80\%$ AMI, and rental rates do not exceed the limits set by the United States Department of Housing and Urban Development for the applicable household size. Supporting documents should include unit numbers and rent rates, tenants' names, total household size and total household income.
6. Additional supporting documentation required by RPAD to be submitted with this claim form include:
 - a. If there have been any changes to the plot plans from those submitted with initial claim, submit revised 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 annual claim (if applicable).
7. If the affordable rental project covers multiple TMKs, a separate claim form must be filed for each TMK.
8. If any portion of the project with an exemption under ROH § 8-10.33 is sold or transferred during the exemption period, the exemption will be canceled and the entire project will be subject to back taxes and penalties under § 8-10.33(i)(3). However, no taxes or penalties will apply if a new exemption application is submitted within 30 days of the recorded transfer and approved by the director.
9. This form cannot be filed by fax or email. The claimant may mail or hand-deliver the claim form, along with supporting documents, to one of the two RPAD offices 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.

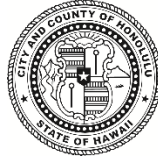
Real Property Assessment Division
842 Bethel Street, Basement
Honolulu, Hawaii 96813

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

Annual Claim for Continued Exemption
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ROH § 8-10.33

Affordable Rental Project Name	Regulated Period or Affordable Period From: _____ To: _____
Claimant's Name	Claimant is: the Owner an Authorized Representative
Site Address	Phone Number
Mailing Address (If different from site address)	Email Address

Total Number of Affordable Units: _____	Total Number of Dwelling Units: _____
Number of Affordable Units Rented: _____	Number of Affordable Units Vacant: _____

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)

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
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FOR OFFICIAL USE ONLY		
Received By _____	Received Date (post office cancellation mark) _____	Appraiser ID: _____
For Tax Year _____	Effective Date _____	Exemption End Date _____
Documents <input type="checkbox"/> Affordable Housing Agreement <input type="checkbox"/> Restrictive Covenant <input type="checkbox"/> Other <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
LAND EXEMPT % _____	BUILDING #1 EXEMPT % _____	BUILDING #2 EXEMPT % _____