

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

1. If you file the claim form with Real Property Assessment Division ("RPAD") within 60 days of the issuance of Certificate of Occupancy ("COO") and receive the allowance, the exemption will begin on the date of COO. If you miss the 60-day window, the exemption will begin in the next tax year, provided you file the form by September 30 preceding the applicable tax year.
2. Please submit all required supporting documents for one of the following types of affordable rental projects:
 - a. A ROH Chapter 29 project:
 - i. A copy of the COO;
 - ii. A copy of the executed Affordable Housing Agreement ("AHA") or Regulatory Agreement ("RA"); and
 - iii. A copy of the executed and recorded Declaration of Restrictive Covenants ("DRC").
 - b. A Planned Development–Transit (PD-T) (ROH § 21- 9.100-10) project or an Interim PD-T (ROH § 21-9.100-5) project:
 - i. A copy of the COO;
 - ii. A copy of the executed AHA or RA; and
 - iii. A copy of the executed and recorded DRC.
 - c. A HRS § 201H-36(a)(5) project:
 - i. A copy of the COO;
 - ii. A copy of the executed AHA; and
 - iii. A copy of approval or certification from the Hawaii Housing Finance and Development Corporation or other applicable agency.
 - d. A ROH Chapter 32 project (also known as "Bill 7" project):
 - i. A copy of the COO;
 - ii. A copy of the executed DRC with a minimum 15-year affordability period; and
 - iii. 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.
3. Additional supporting documents required by RPAD to be submitted with this claim form include:
 - a. 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; and
 - b. A letter of authorization signed by the fee owner, authorizing their representative to submit the claim (if applicable).
4. If the affordable rental project covers multiple TMKs, a separate claim form must be filed for each TMK along with a copy of the Joint Development Agreement.
5. This form cannot be filed by fax or email. The claimant may mail or hand-deliver the claim form, along with all supporting documents, to one of the two RPAD offices listed below. This form is also available for download at realproperty.honolulu.gov. For a file-stamped copy, submit with a self-addressed stamped envelope with your submission. For questions, email bfsrpmmailbox@honolulu.gov or call (808) 768-3799.

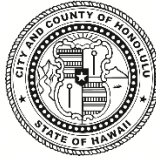
Real Property Assessment Division
842 Bethel Street, Basement
Honolulu, Hawaii 96813

Real Property Assessment Division
1000 Ulu'ohi'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

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Affordable Rental Project Name		Site Address	
Claimant's Name		Claimant is: ☐ the Owner ☐ an Authorized Representative	
Mailing Address (If different from site address)			
Phone Number		Email Address	
Affordable Rental Project Information			
Total number of affordable units: _____ Total number of dwelling units: _____ Number of affordable units rented: _____ Number of affordable units vacant: _____ Is any portion of the real property used for commercial or non-residential purposes? ☐ Yes ☐ No Is any portion of the real property used by individuals who are not tenants of the affordable units? ☐ Yes ☐ No Is any portion of the real property exempt from real property taxes under a different provision? ☐ Yes ☐ No If yes to any of the above, please provide explanation: _____			
Affordable Rental Project Type: (Check one)			
☐ a. A ROH Chapter 29 project An AHA/RA and a DRC are required		Regulated Period Begins	Regulated Period Ends
☐ b. A PD-T (ROH § 21-9.100-10) project or an Interim Permit (ROH § 21-9.100-5) project An AHA/RA and a DRC are required		Regulated Period Begins	Regulated Period Ends
☐ c. A HRS § 201H-36(a)(5) project An AHA is required		COO Date	Regulated Period Ends
☐ d. A ROH Chapter 32 project ("Bill 7" project) A DRC is required with a minimum 15-year affordability period		COO Date	Affordable Period Ends
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			
FOR OFFICIAL USE ONLY			
Received By _____ Received Date (post office cancellation mark) _____ Tax Year _____			
Appraiser ID _____ Effective Date _____ Exemption End Date _____			
Documents ☐ Affordable Housing Agreement ☐ Restrictive Covenant ☐ Other ☐ Allowed ☐ Disallowed			
LAND EXEMPT % _____ BUILDING #1 EXEMPT % _____ BUILDING #2 EXEMPT % _____ BUILDING #3 EXEMPT % _____			