Information and Instructions

Annual Claim for Exemption
Public Property-Setback Lines
Revised Ordinances of Honolulu (ROH) § 8-10.14(d)

1. Pursuant to ROH § 8-10.14, Exemption-Public property, the following real property shall be exempt from taxation: Any portion of real property within the area upon which construction of buildings is restricted or prohibited and that is actually rendered useless and of no value to the owners thereof by virtue of any ordinance establishing setback lines thereon.

2. To secure the exemption, the claimant shall annually file this form between September 15 and September 30 preceding the applicable tax year and submit the following required documents:
   a. A sworn written statement with the director describing the real property in detail and setting forth the facts upon which exemption is claimed (completed in this form).
   b. A written agreement that in consideration of the exemption from taxes the owner will not make use of the land in any way during the ensuing year.

3. Any person who has secured such exemption who violates the terms of the agreement shall be fined twice the amount of the tax that would be assessed upon the land but for such exemption.

4. How to file**:**
   a. A fillable claim form is available online at realproperty.honolulu.gov.
   b. Please submit the completed application form in person or by mail, along with all required documents, to any of the Real Property Assessment Division ("RPAD") offices listed below:
      Honolulu Office: 842 Bethel Street, Basement, Honolulu, HI 96813, or
      Kapolei Office: 1000 Uluʻōhiʻa Street, #206, Kapolei, HI 96707
   c. When mailing, use First-Class, Certified, Registered, or Certificate of Mailing. Include a self-addressed, stamped envelope for a receipted copy.
   d. The claimant may cancel the exemption by filing a written notice of cancellation with the director.

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)

____
Enter 12-digit Parcel ID

City and County of Honolulu
Real Property Assessment Division
Department of Budget and Fiscal Services
realproperty.honolulu.gov
Phone: (808) 768-3799

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Public Property – Setback Line
ROH § 8-10.14 (d)

Claimant Name	Claimant is: ☐ a fee owner ☐ a lessee If lessee, lease term is from: ____________ to: ____________ Attach a recorded lease agreement if claimant is a lessee.

Site Address/Property Address	Apt. No. (if applicable)	City	State	ZIP
Mailing Address (if different from the property address)	Apt. No. (if applicable)	City	State	ZIP

Email Address	Phone Number	Preferred Method of Contact ☐ USPS Mail ☐ Email ☐ Phone

Land area of parcel: __________________________ ☐ Sq.ft ☐ Acre

Land area for exemption claim: _________________ ☐ Sq.ft ☐ Acre

Type of setback(s) for exemption claim:

____

☐ Yes, I have attached documentation indicating the agency imposing the setback, the setback size/dimension, the reason for the setback, the terms of the setback, and other information to support the exemption claim.

☐ No, I have not attached documentation supporting my exemption claim.

Certification and Acknowledgment

I hereby certify that the information provided in this form and the supporting documents are true and accurate to the best of my knowledge. I understand that any false statements may result in the disqualification of the exemption and the 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

For Tax Year: ___________________ **Appraiser ID:** __________ ☐ **Allowed** ☐ **Disallowed:**

Received By: ___________________

Received / U.S. Postmark: _____________ **All attachments submitted:** ☐ **Yes** ☐ **No**