



Information and Instructions

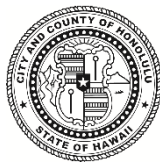
Petition to Dedicate Real Property Classified as Residential A for Five-Year Affordable Long-Term Residential Rental Use (ROH § 8-7.6)

1. **Filing Deadline:** The petition deadline is **September 1** preceding the tax year for which the dedication is sought. The dedication is automatically renewed at the end of each five-year period unless canceled by the owner or the director. Cancellation by the owner must be submitted in writing to the director by September 1 of the fifth year of the applicable dedication period.
2. **Definitions:**
 - a. **Affordable:** 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.
 - b. **Eligible Tenant:** An eligible tenant is a natural person or group of natural persons who do not own any dwelling or lodging unit and who will reside in the unit as their principal home, and who certify the accuracy of these qualifications.
 - c. **Five-Year Dedication:** An owner of real property classified as “**Residential A**” may dedicate the property for affordable long-term (12 months minimum) residential rental use for five years. If approved, the property will be reclassified as “**Residential**” for tax purposes, provided that:
 - i. The property is used exclusively for affordable long-term residential rental purposes.
 - ii. The rent meets the definition of “Affordable.”
 - iii. The affordable long-term residential rental is rented to an Eligible Tenant.
3. **Required Submissions:** Per ROH § 8-7.6(c), the owner must submit:
 - a. A description of the rental property including the number of bedrooms and household size.
 - b. Evidence that the property is used exclusively as an affordable long-term (minimum 12-month period) residential rental (e.g., a current signed long-term lease and rent payment records).
 - c. A signed Eligible Tenant Certification (one per unit), completed in this form and signed by all tenants. Each tenant must certify individual eligibility.
 - d. A signed declaration, completed in this form, by the property owner stating their intent to continue affordable long-term residential rental use for the full dedication period and to comply with ROH § 8-7.6(b).
4. **Important Notes:**
 - a. **Sale or Transfer.** The owner must notify the director and all successors-in-interest in writing of any anticipated sale or transfer of the dedicated property. See § 8-7.6(j) for notification and disclosure requirements. The dedication is canceled upon ownership transfer unless a petition is filed by the new owner within 30 days of the title transfer and is approved by the director.
 - b. **Annual Filing.** By September 1 of each year, the owner must submit an annual filing form (Form BFS-RP-D-8-7.6A), the current lease agreement, tenant certification (if the tenant is new), and rent verification to the director.
 - c. **Appeal.** The owner may appeal any disapproved petition in the same manner as an appeal of an assessment.
 - d. **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.
5. **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: Honolulu Office, 842 Bethel Street, Basement, Honolulu, HI 96813; 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

Petition to Dedicate Real Property Classified as Residential A
for Five-Year Affordable Long-Term Residential Rental Use (ROH § 8-7.6)

Petitioner Name Telephone Email Address
Site Address Residential A Classification
Mailing Address (If different from site address) Use this address for Tax Bill and Assessment Notice

Rental Description

Rental unit #1 - Number of Bedrooms: Number of members in household:
Rental rate per month: Start date of lease: End date of lease:
Rental unit #2 - Number of Bedrooms: Number of members in household:
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) - 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: For Tax Year: Appraiser ID:
Received Date: (post office cancellation mark) Approved Disapproved