



(Example: 210630150000)

**CHANGE IN STATUS  
NOTICE OF TEMPORARY RELOCATION  
BEGINNING JULY 1, 2023 FOR TAX YEAR 2023**  
Revised Ordinances of Honolulu (ROH), §§ 8-10.4 and 8-10.5

**TYPE OR PRINT LEGIBLY** (This application cannot be filed by fax or email. For a receipted copy, submit with a self-addressed stamped envelope.)

<b>1. Type of Application</b> (Check the appropriate box that describes your purpose in filing this application)			
RELOCATION DUE TO: <input type="checkbox"/> <b>Home Renovation</b> (Sec. 8-10.4(a)(2)(G))			
<input type="checkbox"/> <b>Sabbatical or Temporary Work Assignment</b> (Sec. 8-10.4(a)(2)(H))		<input type="checkbox"/> <b>Fire Damage</b> (Sec. 8-10.4(a)(2)(I))	
Instructions: If you checked <b>Home Renovation</b> , complete Nos. 2-12, and 18 below. If you checked <b>Sabbatical or Temporary Work Assignment</b> , complete Nos. 2-10, 13-15, and 18 below. If you checked <b>Fire Damage</b> , complete Nos. 2-10, and 16-18 below.			
<b>2. Home Exemption Claimant's Name</b> (Last, First, Middle Initial)		<b>3. Last 4 digits of Social Security No.</b>	<b>4. Date of Birth</b>
<b>5. Filing Date of this Notice</b>			
<b>6. Site Address of Property</b>		Street Address	City
		State	Postal/Zip Code
<b>7. Contact Information</b>	Primary Phone	Secondary Phone	E-mail Address
<b>8. Status of Home During Relocation Period</b> (Check the appropriate box that best describes the status of the home)			
RELOCATION PERIOD: <input type="checkbox"/> Home will be vacant during the continuance of the home exemption. <input type="checkbox"/> Home will be occupied but will not be rented, leased or sold. <input type="checkbox"/> Other. Explain: _____			
ROH § 8-10.4(a)(2)(G)(iv): The home must <b>not</b> be rented, leased or sold during the renovation period. ROH §§ 8-10.4(a)(2)(H)(iii) and 8-10.4(a)(2)(I)(iv): The home the taxpayer moves from is <b>not</b> rented, leased or sold during the time the taxpayer resides in the designated temporary residence.			
<b>9. This Notice is Filed By</b> (Check one)			
<input type="checkbox"/> Claimant of home exemption <input type="checkbox"/> Authorized Representative/Person with Power of Attorney for Claimant. Authorization document must be submitted with this Notice. Authorization Document: <input type="checkbox"/> Attached <input type="checkbox"/> Not Attached			
<b>10. Address of Temporary Residence/Mailing Address</b> (must be in the City & County of Honolulu, if home renovation or fire damage)			
<b>11. Building Permit Number</b>		<b>12. Renovation Permit Start Date</b>	
<b>13. Verification of Sabbatical or Temporary Work Assignment</b> (if applicable) <i>Claimant must provide verification of sabbatical or temporary work assignment from employer.</i> In accordance with ROH § 8-10.4(a)(2)(H)(i), the taxpayer submits to the director verification of the sabbatical or temporary work assignment and documentation from the taxpayer's employer which specifies the start and completion dates of the sabbatical or temporary work assignment. Documentation of sabbatical or temporary work assignment from the claimant's employer is: <input type="checkbox"/> Attached <input type="checkbox"/> Not Attached			
<b>14. Sabbatical/Temporary Work Assignment Start Date</b>		<b>15. Sabbatical/Temporary Work Assignment End Date</b>	
<b>16. Evidence of Uninhabitable Home Caused by Fire Damage</b> (if applicable) <i>Claimant must provide evidence of uninhabitable home caused by fire damage.</i> In accordance with ROH § 8-10.4(a)(2)(I)(ii), the taxpayer submits to the director the date the fire occurred and evidence that the fire caused the home to be uninhabitable. Evidence that the fire caused the home to be uninhabitable is: <input type="checkbox"/> Attached <input type="checkbox"/> Not Attached			
<b>17. Date Fire Occurred</b>		<b>18. Date Claimant Relocated</b>	

(continued on the back of the form)

# CERTIFICATION

(Please read carefully before signing)

I certify that I am the above-named Claimant or Authorized Representative submitting this Notice in accordance with ROH §§ 8-10.4 and 8-10.5, and that the foregoing is true and correct to the best of my knowledge, and that any misstatement of facts will be grounds for disqualification. I understand the failure to file this Notice may be grounds for disallowance of the exemption. I also understand if I cease to qualify for such exemption, I must report this change in facts or status to the assessor within 30 days.

ROH § 8-10.4(a)(2): Failure to comply with any of the requirements stipulated within paragraphs (G), (H), and (I) will result in the disallowance of the home exemption and will subject the taxpayer to rollback taxes, interest and penalties as set forth in subsections 8-10.1(d) and (e) for the period of time the home exemption is continued.

Check the appropriate box:

- HOME RENOVATION** - I intend to reoccupy the home before the expiration of two (2) years after the renovation start date. I understand that I need to submit a dated Certificate of Occupancy, Notice of Completion, or Closed Permit upon completion of work.
- SABBATICAL OR TEMPORARY WORK ASSIGNMENT** – I intend to reoccupy the home within 24 months after the sabbatical or temporary work assignment begins.
- FIRE DAMAGE** – The damage or destruction of the home is not the result of the owner or tenant intentionally, knowingly, or recklessly setting fire to the home. I intend to reoccupy the home within 24 months after the date of the fire.

I understand that *before the expiration of two (2) years or 24 months and before I reoccupy the home*, I must notify the Real Property Assessment Division of my reoccupation by filing the “Change in Status Notice of Home Reoccupation” form.

\_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

(Each Home Exemption Claimant should file a separate form.)

HAND-DELIVER or MAIL (post office cancellation mark) this completed application with all supporting documents to:

**REAL PROPERTY ASSESSMENT DIVISION**  
842 Bethel Street, Basement  
Honolulu, HI 96813

or

**REAL PROPERTY ASSESSMENT DIVISION**  
1000 Uluohia Street, #206  
Kapolei, HI 96707

Phone: (808) 768-3799

[www.realpropertyhonolulu.com](http://www.realpropertyhonolulu.com)

## FOR OFFICIAL USE ONLY

Received by: \_\_\_\_\_ Tenancy #: \_\_\_\_\_ Building Exemption %: \_\_\_\_\_ Building #: \_\_\_\_\_ Land Exemption %: \_\_\_\_\_

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

Employer Documents:  Attached  Not Attached

Evidence of Fire Documents:  Attached  Not Attached

Tax Year: \_\_\_\_\_

Authorization Documents:  Attached  Not Attached