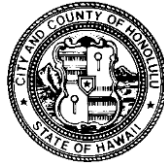


Parcel ID (Tax Map Key)



REAL PROPERTY ASSESSMENT DIVISION
DEPARTMENT OF BUDGET
AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
Phone: (808) 768-3799
www.realpropertyhonolulu.com

Enter 12-digit Parcel ID

Off-Base Military Housing Projects on Federal Property ANNUAL REPORT

ROH § 8-10.15 and SUBTITLE 5 Chapter 21 Rules

Name of Project		This filing is: <input type="checkbox"/> Initial Filing <input type="checkbox"/> Subsequent Filing	
Site Address		Name of Managing Agency	
Mailing Address (if different than site address)		Website:	
Print Agent's Name	Agent's Title	Telephone	Email Address

Attach: Copy of Current Ground Lease and Government Contract(s) or Regulatory Agreement(s)

This housing project is: Existing Newly Constructed* Undergoing renovations OR renovations recently completed*

***For New/Renovated Properties:** **Attach** architectural site and floor plans for each building, unit type, and community structure (include a timeline for completion of structures currently undergoing construction or renovation)

Are all of the land and/or building(s) on the parcel used exclusively for the purpose claimed? Yes No

If "No," explain and state the total area used for this purpose. **Attach** a plot plan illustrating the location of building(s) and building areas (in square feet), and indicating the specific use of each area, including all area(s) of land and building(s) that are used exclusively for military housing purposes.

Is the lease recorded at the Bureau of Conveyances? No Yes Instrument Number: _____

Lease term from _____ to _____ **Attach:** Copy of Current Lease Agreement(s) – initial filing only

Total Replacement Cost Value: _____ **Attach:** Copies of insurance policy documents reflecting all replacement cost values

Number of units in project: Single Family _____ Multi Family _____ Total _____

Average Rent per Unit Type: Single Family _____ Multi Family _____ Total _____

Occupancy Rates: Military _____% Civilian _____% Total _____% Project Total Land Area: _____

CERTIFICATION

I declare, under penalty of law, that all statements in this report are true and correct to the best of my knowledge. I understand that any misstatement of facts will be grounds for disqualification and the imposition of a penalty.

Signature of Agent _____

Print Name of Agent _____

Date _____

Complete this report and deliver or mail via USPS with all required supporting documentation to one of the following addresses, on or before September 1st of each year.

Real Property Assessment Division
842 Bethel Street, Basement
Honolulu, HI 96813
Telephone: (808) 768-3799

OR

Real Property Assessment Division
1000 Uluohia Street #206
Kapolei, HI 96707
Telephone: (808) 768-3169

This claim cannot be filed by facsimile transmission or via email. For a receipted copy, submit with a self-addressed stamped envelope.

For Tax year _____	FOR OFFICIAL USE ONLY		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Received By: _____	Date Received (post office cancellation mark): _____			
Documentation Attached:	<input type="checkbox"/> Government Contract/Agreement	<input type="checkbox"/> Architectural Site Plans	<input type="checkbox"/> Architectural Floor Plans	
	<input type="checkbox"/> Plot Plan	<input type="checkbox"/> Lease Agreement	<input type="checkbox"/> Insurance Policy	

PURPOSE

Form BFS-RPA-E-8-10.15 *Annual Report – Off-Base Military Housing Projects on Federal Property* is used provide and update real property information regarding off-base military housing projects located on federal property.

INSTRUCTIONS

1. Complete Form BFS-RPA-E-8.10.15 *Annual Report – Off-Base Military Housing Projects on Federal Property*:
 - Enter Parcel ID (tax map key number), project name, type of filing, site address, managing agency and contact Information.
 - Indicate whether the project is existing, new, or renovated.
 - Describe specific use(s) of parcel and enter lease information.
 - Enter specific information regarding insurable value, number and type of units, occupancy rates and project total land area.

2. Attach all applicable supporting documents to completed form prior to submission for the initial filing:
 - Copies of currently in force lease agreements and government contracts/agreements.
 - Architectural site and floor plans.
 - Plot plan showing the location of building(s) and area(s) (in square feet), indicating their specific use, including all area(s) of land and building(s) that are used exclusively for military housing purposes, and describing any part of the property used for purposes other than providing off-base military housing.
 - Copies of insurance documents showing the replacement cost values listed in each and every fire and peril insurance policy covering the subject property or any portion thereof, including, without limitation, all documents reflecting replacement cost estimates in connection therewith.

3. Attach all applicable supporting documents to completed form prior to submission for a subsequent annual filing:
 - Copies of new currently in force lease agreements, amendments and government contracts/agreements that replace expiring leases or agreements.
 - Architectural site and floor plans (for new construction and renovations only)..
 - Plot plan showing the location of building(s) and area(s) (in square feet), indicating their specific use, including all area(s) of land and building(s) that are used exclusively for military housing purposes, and describing any use of the property that has changed since the last filing.
 - Copies of insurance documents showing the replacement cost values listed in each and every fire and peril insurance policy covering the subject property or any portion thereof, including, without limitation, all documents reflecting replacement cost estimates in connection therewith.

4. Deliver or mail via USPS the completed report with supporting documentation by September 1st to:

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842 Bethel Street, Basement
Honolulu, HI 96813
Telephone: (808) 768-3799

OR

Real Property Assessment Division
1000 Uluohia Street #206
Kapolei, HI 96707
Telephone: (808) 768-3169

This form cannot be filed by facsimile transmission or via email. For a receipted copy, submit with a self-addressed, stamped envelope. Additional forms are available at the Real Property Assessment Division, Satellite City Halls, and the City and County of Honolulu's website at www.realpropertyhonolulu.com.

ORDINANCE

See the *ROH Chapter 8 Real Property Tax*, online at: <https://www.honolulu.gov/ocs/roh.html>.