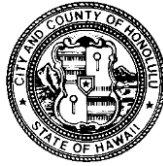


Parcel ID (Tax Map Key)



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

Low-Income Rental Housing
ANNUAL CLAIM AND CERTIFICATION FOR CONTINUED EXEMPTION
ROH §§ 8-10.17 & 8-10.18

Form with fields: Name of Housing Project, Name of Owner/Organization, Name of Managing Agency, Site Address, Mailing Address, Managing Agent's Name, Title, Telephone, Email, Regulatory Agency's Name, Representative, Telephone, Email.

Complete the following based on the terms of the current, in-force regulatory agreement for the Subject Property ("Regulatory Agreement"):

Effective Date of Regulatory Agreement: Recordation Date of Regulatory Agreement:
End Date of Regulatory Agreement: Length of Regulated Period (in years):
Subject Property's Parcel ID is specifically identified in the Regulatory Agreement [ ] Yes [ ] No; DHHL Land? [ ] Yes [ ] No
Total Number of Units in Housing Project: Number of Units Reserved for Low-Income Tenants:
% of Units Reserved for Low-Income Tenants: Maximum AMI% for Low-Income Household:
Is any part of the Subject Property used for purposes other than low-income rental housing? [ ] Yes [ ] No
If "Yes," explain below and state the total area (in square feet) used for each purpose (attach additional sheets if necessary):

IMPORTANT INFORMATION REGARDING THE LOW-INCOME RENTAL HOUSING REAL PROPERTY TAX EXEMPTION:

This form must be signed by a representative of the governmental agency that regulates the Housing Project, then submitted to the Real Property Assessment Division no later than September 30th of each year after the initial filing to continue the claim for this exemption. If a claim for continued exemption is submitted after the September 30th deadline but on or before the November 15th deadline, a late filing penalty of \$500.00 shall be imposed. ROH § 8-10.18(c)(3)

If ownership of the parcel, or any portion thereof, has been transferred or there has been a change to the parcel, such as subdivision or consolidation with another parcel, your existing exemption may be cancelled and you must file a new BFS-RPA-E-8-10.17 INITIAL CLAIM FOR EXEMPTION - Low-Income Rental Housing form and any required documentation with the Real Property Assessment Division.

REGULATORY AGENCY CERTIFICATION

I declare, under penalty of law, that I am an authorized representative of the Regulatory Agency above-identified, and that all statements in this certification regarding the Housing Project and the Regulatory Agreement, above-identified, are true and correct to the best of my knowledge. I certify that the Housing Project meets the regulating agency's criteria for compliance with the current regulatory agreement. This certification satisfies the requirement in ROH § 8-10.18(a) of "a document from the agency regulating the housing project."

Signature of Agent Print Name of Agent Date

HOUSING PROJECT CERTIFICATION

I declare, under penalty of law, that I am an authorized representative of the Housing Project above-identified, and that all statements in this certification regarding the Housing Project and the Regulatory Agreement, above-identified, are true and correct to the best of my knowledge. I certify that the Housing Project continues to comply with the terms of the applicable Regulatory Agreement.

Signature of Owner/Agent Print Name of Owner/Agent Date

For Tax Year FOR OFFICIAL USE ONLY [ ] Approved [ ] Disapproved Appraiser Initial
Received By: Date Received (post office cancellation mark):
[ ] DHHL [ ] Partial Exemption [ ] Late Filing (Rec'd after September 30th) [ ] \$500 Late Filing Fee Rec'd [ ] Filing Rec'd After November 15th

## **PURPOSE**

Form BFS-RPA-E-8-10.17A *Annual Claim and Certification for Continued Exemption – Low-Income Rental Housing* is used for required annual filings to continue to claim the tax exemption for real property that meets the criteria for low-income rental housing and that received the Low-Income Rental Housing exemption in the preceding tax year.

## **INSTRUCTIONS**

1. Complete one Form BFS-RPA-E-8.10.17A *Annual Claim and Certification for Continued Exemption – Low-Income Rental Housing* for each Parcel ID (Tax Map Key Number):
  - Enter Parcel ID (tax map key number), project/organization name, property address, contact information for claimant organization and the managing agent, and information regarding the regulatory agency that oversees the low-income rental housing project.
  - Enter the dates and term of the regulatory agreement; indicate whether the parcel is on Hawaiian Home Lands (DHHL), and enter all applicable information pertaining to the project.
  - Indicate whether any area(s) of land and building(s) are used for purposes other than low-income rentals; if yes, indicate the total area of land and building(s) used exclusively for each purpose and attach a plot plan showing the location of building(s) and area (in square feet), and indicating their specific use.
  - Carefully read the certification section prior to signing and dating form.
  - Obtain the signature of the agent for the governmental regulatory agency to indicate ongoing compliance with all terms of the regulatory agreement.
2. Deliver or mail via USPS the completed claim form with supporting documentation to:

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

Any change in facts affecting an exemption must be reported within 30 days. Failure to report by November 1st preceding the tax year in which the owner or the property no longer qualifies for the exemption, will result in the imposition of a penalty and may result in the levy of taxes due on the property, and additional penalties and/or interest on past due amounts. Please refer to the ordinance pertaining to a specific exemption for more information.

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

## **ORDINANCE**

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