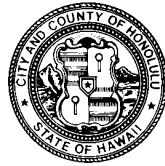


Parcel ID (Tax Map Key)



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

Enter 12-digit Parcel ID

### During Qualifying Construction Work of an Affordable Rental Housing Project CLAIM FOR EXEMPTION

#### ROH § 8-10.34 (for projects qualifying under ROH Chapter 32)

This exemption is for construction of an affordable rental housing project in compliance with Chapter 32 Affordable Rental Housing, and ROH § 8-10.34. This claim must be filed with the director of Budget and Fiscal Services by September 30, preceding the first tax year for which it is claimed.

Owner in fee simple or authorized representative		
Name (Primary Contact Person)	Mailing Address	
Telephone	Email	
Authorized Representative (If applicable)	Mailing Address	
Telephone	Email	
Affordable Rental Housing Project Information		
Affordable Rental Housing Project ("Project"): _____		
Site Address: _____		
Purchase Recordation Date: _____ LC-DOC-NO or CERT NO: _____		
Declaration of Restrictive Covenant approved by DPP for permitting (Attach a copy of the Declaration)		
Chapter 21 Use	Chapter 21 Zoning	
<input type="checkbox"/> Dwelling, Multifamily	<input type="checkbox"/> Apartment <input type="checkbox"/> Apartment Mixed Use <input type="checkbox"/> Business Mixed Use <input type="checkbox"/> Owned by the State of Hawaii	
DPP Rep. Name	Telephone	Email
Permit Issue Date	Permit Issue Number	Permit Description
Total dwelling units for permitted construction:    Quantity: _____		
<b>Affordable rental housing units qualifying</b> for this exemption meet the following criteria: (1) units are located within an affordable rental housing project as defined by ROH Chapter 32, Affordable Rental Housing; (2) units and Project are subject to an executed declaration of restrictive covenant as required by ROH Chapter 32; (3) the units will be rented for a period of at least 15 years, as follows: (a) to households earning 100% or below of the AMI; and (b) at or below the rental rate limits established by the United States Department of Housing and Urban development for households earning 100% of the AMI for the applicable household size.		
Quantity of Affordable rental housing units: _____    Percent _____ (must be at least 80% of total dwelling units)		
<b>Dwelling units that will be occupied by the property owners</b> or individuals who are related by blood, marriage, or adoption to the property owners.		
Quantity _____    Percent _____ (no more than 20% of total dwelling units)		
If there is commercial use on this parcel, state the Tax Map Key (Parcel ID): _____		

**CERTIFICATION**

All fee simple owners of the parcel of land upon which an Affordable Rental Housing Project ("Project") is constructed must sign this form. If a person executing this form is an authorized representative of a fee simple owner, said owner must execute and attach to this claim for exemption a letter of authorization identifying the representative by name who is authorized to execute this claim for exemption on his/her/its behalf. Please use additional forms if there is more than one signee/fee simple owner.

Affordable Rental Housing Project ("Project"): \_\_\_\_\_

1. I/We, the undersigned, certify under penalty of perjury that:
  - (a) I am the owner in fee simple/one of the owners in fee simple of the parcel of land upon which the Project (land and improvements) above-named is situated.
  - (b) The Project meets the definition of "affordable rental housing project" and is in conformity with the executed declaration of restrictive covenants required by ROH Chapter 32 Affordable Rental Housing; a copy of the Declaration of Restrictive Covenants processed by the Department of Planning and Permitting, is included with this claim.
  - (c) The construction work for which I am claiming this exemption from real property taxes is permitted by the Department of Planning and Permitting; and qualifies as work to construct affordable rental housing units within an affordable rental housing project in compliance with the development standards of ROH Chapter 32.
  
2. I/We, the undersigned, acknowledge that:
  - (a) This exemption, once allowed, will expire upon the earliest occurrence of one of the following: 1) three calendar years after the new construction permit issue date, 2) on the issue date of the Certificate of Completion, or 3) on the issue date of the Certificate of Occupancy.
  - (b) I must give the director of the Department of Budget and Fiscal Services notice of exemption expiration three calendar years after the issuance of a building permit, upon issuance of a certificate of completion, or upon issuance of a certificate of occupancy, whichever occurs first.
  - (c) Within five years after the expiration of this claim for exemption, if this Project is not in compliance with the executed declaration of restrictive covenants, the exemption will be retroactively revoked and I will reimburse the city for the total exemption amount pursuant to provisions of ROH § 8-10.34.
  - (d) I must annually file form BFS-RPA-M-32-HAC *Annual Certification - Affordable Rental Housing Project* required by ROH Chapter 32 Affordable Rental Housing with the director of the Department of Budget and Fiscal Services (BFS) by September 30th, for a 15 year duration after the event in 2(b) of this claim occurs.

\_\_\_\_\_  
 Signature (Owner in Fee Simple/Authorized Representative)      Print Name      Date

FOR OFFICIAL USE ONLY       Approved  Disapproved \_\_\_\_\_

**APPLICATION**

For Tax Year \_\_\_\_\_ Received By \_\_\_\_\_ Received Date (post office cancellation mark) \_\_\_\_\_

Exemption Period: Effective Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

All Owners in Fee Simple signed?  Y  N      Letter authorizing rep of Owner in Fee Simple?  Y  N  Not Applicable

Affordable rental housing units created: quantity \_\_\_\_\_ % of total dwelling units: \_\_\_\_\_ (must be at least 80%)

Affordable rental housing units occupied by owner/related: quantity \_\_\_\_\_ % of total \_\_\_\_\_ (must be no more than 20%)

Claim Required Documents:  Declaration of Restrictive Covenants     Copy of Building Permit With Date of Issuance  
 Plot Plan       Other supporting documents \_\_\_\_\_

**RETAINED COPY FOR EXPIRATION**

For Tax Year \_\_\_\_\_ Received By \_\_\_\_\_ Received Date (post office cancellation mark) \_\_\_\_\_

Expiration Required Documents:  3 calendar years     Copy of Certificate of Occupancy     Copy of Certificate of Completion

## **PURPOSE**

This form is used to claim an exemption from real property taxes. For projects with qualifying construction work, real property taxes will be based on the assessed value of the property for the tax year immediately preceding the tax year during which the building permit for the qualifying construction work was issued.

The claim for exemption will expire three calendar years after issuance of the building permit; upon issuance of a certificate of completion; or upon issuance of any certificate of occupancy, whichever occurs first.

## **INSTRUCTIONS**

File all forms and documents with the Real Property Assessment Division by September 30th.

### **To claim exemption**

File form BFS-RPA-E-8-10.33HC *During Qualifying Construction Work of an Affordable Rental Housing Project* and supporting documents by September 30, preceding the first tax year for which this exemption is being claimed.

#### **Supporting documents that must be filed:**

- 1) Copy of the building permit with date of issuance
- 2) Plot plan
- 3) Documents showing the creation of affordable rental housing units within an affordable rental housing project pursuant to ROH Chapter 32, Affordable Rental Housing and ROH § 8-10.34.
- 4) Declaration of Restrictive Covenants

### **Give notice of exemption expiration**

Notice of exemption expiration must be given three calendar years after the issuance of a building permit, upon issuance of a certificate of completion, or upon issuance of a certificate of occupancy, whichever occurs first.

#### **Supporting documents that must be filed:**

- 1) Retained copy of this form
- 2) Copy of Certificate of Completion or Copy of Certificate of Occupancy

This form is available at the Real Property Assessment Division ("RPAD") and the City and County of Honolulu's website at [www.realpropertyhonolulu.com](http://www.realpropertyhonolulu.com). This document cannot be filed by facsimile transmission or via email. Deliver in person or by mail to RPAD. For a receipted copy, submit with a self-address stamped envelope.

Real Property Assessment Division  
842 Bethel Street, Basement  
Honolulu, HI 96813

Real Property Assessment Division  
1000 Uluohia Street #206  
Kapolei, HI 96707

Disclaimer: RPAD provides general information regarding real property tax assessments. RPAD does not give legal or other professional advice, and persons with specific inquiries regarding ownership, real property tax law and the appraisal process are urged to consult with an attorney or appropriate professional.

## **COMPLIANCE WITH ROH Chapter 32**

See the *ROH Chapter 32 Affordable Rental Housing* online at: <https://www.honolulu.gov/ocs/roh.html>.