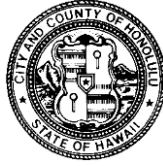


Parcel ID (Tax Map Key)



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

Remove an Exemption, Change a Notice of Assessment or Tax Bill Mailing Address
CHANGE OF STATUS FORM
ROH § 8-10.1

Form with fields: Person Requesting Change, Name of Original Claimant, Property Address, I am: Owner/Owner's Agent, Exemption Type, Requestor's Telephone, Requestor's Email

Section I: Remove an Existing Exemption

REASON FOR REMOVAL:
[] Death of owner. Name of Deceased Owner:
Social Security Number: Date of Birth: Date of Death:
[] Property interest sold or title transferred. Date of Recordation of Sale/Title Transfer:
[] Other, please explain: Effective Date:
(e.g., not owner's principal residence, lease term has expired, etc.)
The owner of any property that has been allowed an exemption has a duty to report to the assessor within 30 days...

Section II: Change of Mailing Address

New Mailing Address
Apply changes to: [] Notice of Assessment [] Tax Bill [] Both

Section III: Add/Remove "Care of" Addressee

Check one box: [] Add "Care of" Addressee [] Remove "Care of" Addressee
Name of "Care of" Addressee Telephone Number Email Address
"Care of" Mailing Address
Apply changes to: [] Notice of Assessment [] Tax Bill [] Both

CERTIFICATION

I certify, under penalty of law, that all statements on this form 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.

Requestor's Signature Print Name of Requestor Date

Complete this form, attach any required supporting documents, and deliver or mail it via USPS to one of the following addresses:

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

Real Property Assessment Division
1000 Uluohia Street #206
Kapolei, HI 96707
Telephone: (808) 768-3799

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

For Tax Year: FOR OFFICIAL USE ONLY Agent Authorization Attached: [] Yes [] No [] N/A
Received By: Date Received (post office cancellation mark)

PURPOSE

Form BFS-RPA-M-8-10.1 *Change of Status* is used to report changes in status that affect real property tax exemptions, including the removal of an existing exemption, a change of mailing address to receive assessment notices and tax bills, and the addition or removal of the "Care of" addressee to receive assessment notices and tax bills. NOTE: To apply for a home exemption please use Form BFS-RP-P-3 *Claim for Home Exemption*.

INSTRUCTIONS

1. Complete Form BFS-RPA-M-8.10.1 *Change of Status* :

- Enter Parcel ID (Tax Map Key Number), name of person requesting the change and the person's relationship to the owner, the name of the person who originally claimed the exemption, the property address, and contact information
- Select and complete section appropriate for your purpose:
 - I. *Removal of an Existing Real Property Tax Exemption* (because of the death of an owner, the sale or transfer of property, or the property is no longer the owner's primary residence): Check the appropriate box and enter the required information
 - II. *Change of Mailing Address to Receive Real Property Assessment Notice/Tax Bill* (in the event the mailing address to receive assessment notices and tax bills has changed): Enter the new mailing address and indicate applicable documents
 - III. *Add/Remove "Care of" Addressee to Receive Real Property Assessment Notice/Tax Bill* (to add or remove "Care of" addressee to receive assessment notices and tax bills): Enter the addressee's name and contact information and indicate applicable documents

2. Attach all required documents to the completed form prior to submission:

- Copy of power of attorney or other proof of authorization (for owner's agents only)

3. Deliver or mail via USPS the completed form with supporting documentation within 30 days of the change 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) 768-3799

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. Refer to the ordinance section 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.

ORDINANCE

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