

Parcel ID (Tax Map Key)



REAL PROPERTY ASSESSMENT DIVISION
DEPARTMENT OF
BUDGET AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU

In space above please enter the 12-digit Parcel ID.
For example: 210630150000

PETITION TO DEDICATE CERTAIN PROPERTY FOR RESIDENTIAL USE (5 Year Dedication)
Section 8-7.5, Revised Ordinances of Honolulu ("ROH")
(Filing deadline is September 1)

Form with fields for: Petitioner Name (Primary Contact Person), Telephone, Email Address, Site Address, Mailing Address, LAND (zoning options), IMPROVEMENTS (dwelling types), and USE (personal or rental use).

CERTIFICATION OF PETITIONER (5 Year Dedication)

(Please use additional forms for more than 4 owners. If leasehold, the signature of the fee owner is not required.)

I/We hereby petition to dedicate the property for residential use. We certify that the property is in exclusive residential use, which may include a portion for nonprofit purposes as allowed by Ordinance and all persons having interest in the property have signed this petition and shall comply with the provisions of Section 8-7.5, ROH.

Signature and Name/Date lines for up to four petitioners.

Complete this petition form and deliver or mail (post office cancellation mark), on or before September 1, preceding the tax year for which you are petitioning to dedicate the property to either:

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

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

This petition cannot be filed via facsimile transmission or email. For a receipted copy, submit with a self-addressed stamped envelope. The Notice of Assessment, which is issued on December 15th each year, shall serve as notification of approval or disapproval of the petition for dedication.

FOR OFFICIAL USE ONLY

Received By: \_\_\_\_\_ Date Received (post office cancellation mark): \_\_\_\_\_
For Tax Year: \_\_\_\_\_ Petition No. \_\_\_\_\_ Land Classification \_\_\_\_\_ [ ] Approved [ ] Disapproved

**INSTRUCTIONS FOR FORM (BFS-RP-P-41E)**  
**PETITION TO DEDICATE CERTAIN PROPERTY FOR RESIDENTIAL USE (5 YEAR DEDICATION)**

1. Enter the Parcel ID (Tax Map Key). Separate petitions must be filed for each TMK. This information can be found on your Notice of Assessment or by contacting the Real Property Assessment Division ("RPAD").
2. Enter the petitioner's name (primary contact person), telephone number, and email address.
3. Enter the site address of the property and the mailing address of the primary contact person. All communication regarding this petition will be sent to the mailing address. Should your mailing address change, please notify the RPAD in writing.
4. Enter the type of land zoning that the property is located on. Is the property fee simple or leasehold? If leasehold, enter the expiration date of lease.
5. Enter the type of improvement(s). Check the applicable box(es) for description of property to be dedicated.
  1. Detached dwelling and total number of detached dwelling(s).
  2. Apartment building, number of apartment building(s) and total number of apartment units.
  3. Condominium unit and project name.
  4. Condominium parking unit which is used in conjunction with a residential unit within the same project.
  5. Condominium storage unit which is used in conjunction with a residential unit within the same project.
6. Enter the type of use. Check applicable boxes.
  1. I live on the property and/or use it exclusively for my own personal use.
  2. The property is being rented to one or more tenants for periods of 30 or more consecutive days.
  3. Is any part of this property used for non-residential purposes? If yes, indicate non-residential use.
7. **All owners of record** of the property must sign the petition. If leasehold, the signature of the fee owner is not required; only lessees need to sign the form(s). Please use additional forms for more than 4 owners.
8. If hand delivered, the completed petition form must be received by RPAD no later than 4:30 p.m. on September 1<sup>st</sup> preceding the tax year in which the dedication will become effective, at one of the addresses listed below. If the petition is mailed, it must be postmarked by the U.S. Postal Service by midnight, September 1. If a receipt of the petition is requested, enclose a self-addressed stamped envelope. The petition cannot be filed by facsimile transmission or via email.

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

Note: When the due date for any notice, application, document or remittance required by this chapter falls on a Saturday, Sunday or legal holiday, the notice, application, document or remittance shall not be due until the next succeeding day which is not a Saturday, Sunday or legal holiday. [ROH Section 8-1.16]

Additional real property assessment forms and information can be found at [www.realpropertyhonolulu.com](http://www.realpropertyhonolulu.com) and [www.honolulupropertytax.com](http://www.honolulupropertytax.com).

**IMPORTANT:**

**The Notice of Assessment, which is issued on December 15th each year, will serve as notification of approval or disapproval of a petition for dedication.**