



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

**PETITION TO DEDICATE CERTAIN PROPERTY FOR RESIDENTIAL USE**

Section 8-7.5, Revised Ordinances of Honolulu ("ROH") (5 Year Dedication)

Please read the instructions before completing this form. (Filing deadline is September 1<sup>st</sup>)

Petitioner Name (Primary Contact Person)	Telephone	Email Address
Site Address		Mailing Address <input type="checkbox"/> Check box if new mailing address
<b>LAND</b>	The property is zoned: <input type="checkbox"/> Apartment <input type="checkbox"/> Business <input type="checkbox"/> Industrial <input type="checkbox"/> Resort <input type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold Expiration date of lease: _____	
<b>IMPROVEMENTS</b>	<input type="checkbox"/> Detached dwelling Total number of detached dwelling(s): _____ <input type="checkbox"/> Apartment building Number of apartment building(s): _____ Total number of apartment units: _____ <input type="checkbox"/> Condominium unit Project Name _____ <input type="checkbox"/> Condominium parking unit used in conjunction with residential unit # _____ within the same project. <input type="checkbox"/> Condominium storage unit used in conjunction with residential unit # _____ within the same project.	
<b>USE</b>	<input type="checkbox"/> I live on the property and/or use it exclusively for my own personal use. <input type="checkbox"/> The property is being rented to one or more tenants for periods of 30 or more consecutive days. <input type="checkbox"/> Is any part of this property being used for non-residential purposes or being rented for periods of less than 30 days? If yes, indicate use: _____	

**CERTIFICATION OF PETITIONER (5 Year Dedication)**

**All owners/lessees must sign this petition.** If leasehold, the signature of the fee owner is not required, only the lessees.  
 Please use additional forms for more than 4 owners/lessees.

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. Failure to observe the restrictions on the use of the property shall cancel the special tax assessment privilege with retroactive effect, and additional taxes and penalties, due and owing as a result of a breach of the dedication shall be a paramount lien upon the real property, in accordance with applicable ordinances.

Signature of Petitioner	Print Name of Petitioner	Date
Signature of Petitioner	Print Name of Petitioner	Date
Signature of Petitioner	Print Name of Petitioner	Date
Signature of Petitioner	Print Name of Petitioner	Date

Complete this petition form and deliver or mail (post office cancellation mark), on or before **September 1<sup>st</sup>**, 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 15<sup>th</sup> 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**  
Section 8-7.5, Revised Ordinances of Honolulu ("ROH") (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. Check the box indicating new mailing address, if you would like RPAD to mail all correspondence to the new address.
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.
  - a. Detached dwelling and total number of detached dwelling(s).
  - b. Apartment building, number of apartment building(s) and total number of apartment units.
  - c. Condominium unit and project name.
  - d. Condominium parking unit which is used in conjunction with a residential unit within the same project.
  - e. 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.
  - a. I live on the property and/or use it exclusively for my own personal use.
  - b. The property is being rented to one or more tenants for periods of 30 or more consecutive days.
  - c. Is any part of this property used for non-residential purposes and/or being rented for periods of less than 30 days? If yes, indicate use.
7. **All owners/lessees 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/lessees. Business entities must have the signature of an authorized person accompanied by written evidence of that person's authorization.
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 September 1<sup>st</sup>. 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).

Pursuant to ROH Section 8-1.3(g), the Director has the authority to inspect records. The Director may request the following to verify residential use: a) Hawaii State Resident tax return; b) Transcript of Federal tax return; and c) Rental/lease agreements.

**IMPORTANT:**

**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.**