

Parcel ID (Tax Map Key No.)



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

Enter 12-digit Parcel ID of the property
For example: 210630150000

CLAIM AND CERTIFICATION FOR CONTINUED EXEMPTION
Industrial Zone Limited Development
Revised Ordinances of Honolulu (ROH), Sec. 8-10.34 and 8-10.35

INITIAL CLAIM BIENNIAL RE-CERTIFICATION

Claimant's Name Business Name Phone Number Email Address

Site Address

Mailing Address (if different from site address)

Claimant of exemption: Fee Simple owner Lessee If Lessee, attach copy of lease Lease attached: Yes No
Total Land area claimed for this exemption sq ft.
Actual use(s) of property claimed in this exemption:
Is any part of this property has uses other than those listed under ROH Sec. 8-10.34 and 8-10.35. Yes No
If "Yes," explain below and state the total area (in square feet) used for each purpose and attach a plot plan showing location of buildings and their respective uses (attach additional sheets if necessary):

IMPORTANT INFORMATION REGARDING THE INDUSTRIAL ZONE LIMITED DEVELOPMENT PROPERTY TAX EXEMPTION:

This form must be signed by a representative of the Hawaii Community Development Authority (HCDA), then submitted to the Real Property Assessment Division no later than September 30th of every second year after the initial filing to continue to claim this exemption. 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 claim for exemption and any required documentation with the Real Property Assessment Division.

HAWAII COMMUNITY DEVELOPMENT AUTHORITY CERTIFICATION

I declare, under penalty of law, that I am an authorized representative of HCDA, and that all statements in this certification regarding the property identified above, are true and correct to the best of my knowledge. This certification satisfies the requirement under ROH, Sec. 8-10.34 and 8-10.35 whereby HCDA determines that the above identified property is limited to a floor area ratio of 1.5 due to inadequate infrastructure under Hawaii Administrative Rules Section 15-217-57. A properly dated HCDA determination letter signed by an authorized representative may be submitted in-lieu of signature below.

Signature of Representative Printed Name of Representative Date

OWNER CERTIFICATION

I declare, under penalty of law, that I am an owner or authorized representative of the above-identified property, and that all statements in this certification regarding the property identified above, are true and correct to the best of my knowledge. I certify that the property will be actively and continuously used in a manner consistent with the industrial uses cited under ROH, Sec. 8-10.34 and 8-10.35.

Signature of Owner/Agent Printed Name of Owner/Agent Date

For Tax Year FOR OFFICIAL USE ONLY Appraiser Initial: Approved Disapproved
Received By: Date Received (post office cancellation mark):
HCDA Partial Exemption Late Filing (Rec'd after September 30th)

## **INSTRUCTIONS**

1. Complete one Form BFS-RP-P-45 Claim and Certification for Continued Exemption – Industrial Zone Limited Development for each Parcel ID (Tax Map Key Number):
  - Enter parcel ID/ tax map key number
  - Indicate if this is an initial claim or bi-annual re-certification
  - Enter claimant's name, business name, phone number, email address
  - Indicate whether any area(s) of land and building(s) are used for purposes other than what is allowed under ROH, Sec. 8-10.34 and 8-10.35. 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.
  - Obtain the signature of the agent for Hawaii Community Development Authority to certify that the property is limited to a floor area ratio of 1.5 due to inadequate infrastructure under Hawaii Administrative Rules Section 15-217-57.
  - Carefully read the owner certification section prior to signing and dating form.
  - File by the deadline of September 30th
  
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	or	Real Property Assessment Division 1000 Uluohia Street #206 Kapolei, HI 96707
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3. This form cannot be filed by facsimile transmission or via email. For a receipted copy, submit with a self-addressed stamped envelope.
  
4. Please call the Real Property Assessment Division at (808) 768-3799 with any questions you may have. Additional forms and information can be found at [www.realpropertyhonolulu.com](http://www.realpropertyhonolulu.com).

## **ORDINANCE**

Revised Ordinances of Honolulu, Sec. 8-10.34 and 8-10.35