

Parcel ID (Tax Map Key No.)



REAL PROPERTY ASSESSMENT DIVISION
DEPARTMENT OF BUDGET
AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
www.realpropertyhonolulu.com
(808) 768-3799

Enter 12-digit Parcel ID

CLAIM FOR EXEMPTION
During Construction Work for and Marketing of Affordable Dwelling Units
(Ordinance 18-10, 18-1, 17-54, 16-26)

Deadline: September 30, preceding the first tax year to be claimed
IMPORTANT: Refer to page 2 for information, prior to completing this form.

Form with fields: Housing Project Name, Classification (Residential, Residential A, Hotel and Resort, Commercial), Site Address, Mailing Address (if different from site address)

Owner/Organization

Form with fields: Name, Representative Name, Telephone, Email

Form with fields: Department of Planning and Permitting (DPP), Representative Name, Telephone, Email

Table with 5 columns: Permit Issue Date, Permit Number, Total # of Units in Project, # of Units Reserved for Affordable Rental Units, % Affordable Rental Units

OWNER/ORGANIZATION CERTIFICATION

I certify, under penalty of law, that I am an authorized representative of the owner/organization for the housing project named above. I also hereby certify that the construction work meets the following requirements: 1) the qualifying construction work creates affordable dwelling units pursuant to Ordinance 18-10, 2) the qualifying work creates affordable dwelling units pursuant to a planned development-transit permit pursuant to Ordinance 17-54, or an interim planned development-transit permit pursuant to Ordinance 16-26, or 3) the real property is developed in compliance with HRS Section 201H-36(a)(5).

Signature of Owner/Organization Representative

Printed Owner/Organization Name

Date

EXPIRATION NOTICE

Reason for expiring: [] Three calendar years after permit issue date [] Certificate of Completion [] Certificate of Occupancy
File this form along with a copy of the corresponding reason

FOR OFFICIAL USE ONLY

[] Approved [] Disapproved

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

DOCUMENT [] Permit [] Certificate of Completion [] Certificate of Occupancy

Building # Building Ex. % Building # Building Ex. %

PURPOSE

Form BFS-RP-P-37 *During Construction Work for and Marketing of Affordable Dwelling Units* is used to claim an exemption for 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 demolition, if applicable, or a building permit for new buildings or portions thereof, additions, or substantial rehabilitations for the qualifying construction work was issued.

The claim for exemption will expire three calendar years after issuance of a building permit for new buildings or portions thereof, additions, or substantial rehabilitations; upon issuance of a certificate of completion; or upon issuance of any certificate of occupancy, whichever occurs first.

INSTRUCTIONS

This exemption applies to 1) the qualifying construction work that creates affordable dwelling units pursuant to Ordinance 18-10, 2) the qualifying construction work that creates affordable dwelling units pursuant to a planned development-transit permit under Ordinance 17-54, or interim planned development-transit permit pursuant to Ordinance 16-26, or 3) real property that is developed in compliance with HRS Section 201H-36(a)(5).

Land classification is residential, residential A, hotel and resort or commercial.

This form and supporting documents for this exemption must be filed with Real Property Assessment Division by September 30, preceding the first tax year for which this exemption is being claimed.

Supporting documents must be filed with this form:

- 1) Building permit with date of issuance
- 2) Document a) the creation of affordable dwelling units pursuant to Ordinance 18-10, b) a planned development-transit permit pursuant to Ordinance 17-54, c) an interim planned development-transit permit pursuant to Ordinance 16-26, or d) affordable rental dwelling units pursuant to HRS Section 201H-36(a)(5).
- 3) Certificate of completion (for expiration notice)
- 4) Certificate of occupancy (for expiration notice)

Retain a copy of this form to submit the expiration notice.

Expiration Notice:

- 1) Three calendar years after the issuance of a building permit for new buildings or portions thereof, additions, or substantial rehabilitations, or
- 2) Upon issuance of a certificate of completion, or
- 3) Upon issuance of a certificate of occupancy.

Information and 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. For specific language regarding this exemption, please refer to the Revised Ordinances of Honolulu, Chapter 8 Real Property Tax.

Real Property Assessment Division mailing address: 842 Bethel Street, Basement, Honolulu, Hawaii 96813 or 1000 Uluohia Street, 206, Kapolei, Hawaii 96707. This form cannot be filed by facsimile transmission or via email. For a receipted copy, submit with a self-address stamped envelope.