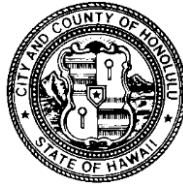


Parcel ID (Tax Map Key No.)



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

**Qualifying Affordable Rental Housing Units within an Affordable Rental Housing Project
(Section 8-10.36, Revised Ordinances of Honolulu 1990, as amended)**

Upon approval, this exemption is effective as of the filing date of this form, provided it is filed with the director of Budget and Fiscal Services within 60 days after exemption qualification and no later than September 30th preceding the tax year for which it is claimed.

The purpose of this filing (check one): Initial Transfer of Ownership

Owner in fee simple or authorized representative	
Name (Primary Contact Person)	Mailing Address
Telephone	Email
Authorized Representative (If applicable)	Mailing Address
Telephone	Email

Affordable Rental Housing Project Information

Affordable Rental Housing Project ("Project"): _____

Site Address: _____

Purchase Recordation Date: _____ LC-DOC-NO or CERT NO: _____

Declaration of Restrictive Covenant: Reference Number _____ (Attach a copy of the Declaration)

Building Permit Issue Date: _____ Certificate of Occupancy Issue Date/No.: _____

Total dwelling units within this affordable rental housing project: Quantity: _____

Affordable rental housing units qualifying for this exemption meet the following criteria: (1) units are located within an affordable rental housing project as defined by Chapter 42, Affordable Rental Housing, Revised Ordinances of Honolulu 1990, as amended (ROH); (2) units and Project are subject to an executed declaration of restrictive covenant as required by Chapter 42, ROH; (3) the units are rented for a period of at least 15 years, as follows: (a) to households earning 80% or below of the AMI; and (b) at or below the rental rate limits established by the United States Department of Housing and Urban development for households earning 80% of the AMI for the applicable household size.

Quantity _____ Percentage of total dwelling units _____

Dwelling units occupied by the property owners or individuals who are related by blood, marriage, or adoption to the property owners. Quantity _____ Percentage of total dwelling units _____

Is any portion of this project not for the exclusive use of the tenants of the affordable rental housing project?
 Yes No If yes, how many square feet? Square feet _____

If there is commercial use on this parcel, state the Tax Map Key (Parcel ID): _____

Note: For real property tax purpose, residential buildings that are situated on mixed-use zoned parcels are classified and taxed at the tax rate of the parcel's highest legal use. Owner(s) of such a parcel that is used exclusively for residential purposes may file Form BFS-RP-P-41E Petition to Dedicate Certain Property for Residential Use, and upon approval, the parcel will be classified and taxed at the residential tax rate.

PURPOSE

Form BFS-RP-P-67X *Claim for Exemption – Qualifying Affordable Rental Housing Units within an Affordable Rental Housing Project* is the initial filing for the fee simple owners to certify compliance with Affordable Rental Housing provisions and claim exemption from real property taxes pursuant to Section 8-10.36, Revised Ordinances of Honolulu 1990, as amended (ROH).

INFORMATION AND INSTRUCTIONS

Supporting documents that must be filed with this claim

- 1) A copy of the declaration of restrictive covenants executed by all owners, in fee simple, of the zoning lot on which the affordable rental housing project is situated and approved by the Department of Permitting and Planning.
- 2) Proof of rental term, tenant earning, and rent charged:
 - a. An affordable rental housing project requires that households occupying the unit must have a lease for the unit with a minimum six month term, a prohibition against subleasing, and all leases must allow the lessee to terminate the lease early if the lessee or any member of the lessee's family residing with the lessee is rendered unable to access the unit by reason of an accident or medical condition..
 - b. Rental agreements showing that the Project meets the criterion of the declaration of restrictive covenants of Chapter 42, Affordable Rental Housing, ROH; and that the units qualify as affordable rental housing units under Section 8-10.36, ROH.
- 3) A plot plan to illustrate specific use of each area and identify affordable rental housing units.
- 4) Other documents may be required by the director of Budget and Fiscal Services to determine exemption qualification.

Effective date of exemption

Exemption from property taxes begins on the effect date of the initial claim form BFS-RP-P-67X *Claim for Exemption – Qualifying Affordable Rental Housing Units within an Affordable Rental Housing Project* provided that the form is filed within 60 days after the real property qualifies and is approved for the exemption, but in no event later than September 30th preceding the tax year for which the exemption is claimed.

Cancellation, Taxes and Penalties

Cancellation, Taxes and Penalties, and Filing form BFS-RP-P-67XA *Annual Certification of Compliance and Claim for Continued Exemption - Qualifying Affordable Rental Housing Units within an Affordable Rental Housing Project* to re-establish exemption benefit during the exemption period defined in Section 8-10.36, ROH.

- 1) If the claim contains false or fraudulent information or the project fails to meet the requirements of applicable ordinances at any time during the exemption period, the exemption will be canceled retroactive to the date the exemption was first granted. The difference in the amount of taxes that were paid and those that would have been due but for the exemption allowed are payable and ten percent per annum from the respective dates that these payments would have been due.
- 2) If an owner fails to file an annual claim by September 30th during the exemption period, the Real Property Assessment Division will mail a reminder to the owner advising of cancellation. To avoid cancellation, the Real Property Assessment Division must receive a completed form BFS-RP-P-67XA *Annual Certification of Compliance and Claim for Continued Exemption - Qualifying Affordable Rental Housing Units within an Affordable Rental Housing Project* by November 15 and a payment of a \$500 penalty. Without appropriate claim filing and payment of penalty, the exemption will be canceled retroactive to the date the exemption was first granted. The differences in the amount of taxes that were paid and those that would have been due but for the exemption allowed are payable and ten percent per annum from the respective dates that these payments would have been due.
- 3) If ownership of any portion of the real property that qualifies for this exemption changes during the exemption period, the exemption will be canceled retroactive to the date the exemption was first granted. The differences in the amount of taxes that were paid and those that would have been due but for the exemption allowed are payable and ten percent per annum from the respective dates that these payments would have been due for the entire project (retained portion and ownership change portion) unless a new form BFS-RP-P-67X *Claim for Exemption – Affordable Housing Project with Qualifying Affordable Rental Housing Units* is filed within thirty (30) days of recording real property title change.

Audit of records: The director may, after 30 days' written notice, audit the records of the real property exempt from taxes. A taxpayer's refusal or failure to cooperate and produce all records requested by the director may result in cancellation of the exemption and subject the real property to taxes and penalties pursuant to Section 8-10.36, ROH.

This form is available at the Real Property Assessment Division ("RPAD") and the City and County of Honolulu's website at www.realpropertyhonolulu.com. This document cannot be filed by facsimile transmission or via email. Deliver in person or by mail to RPAD. For a receipted copy, submit with a self-address stamped envelope.

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

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

Disclaimer: RPAD provides general information regarding real property tax assessments. RPAD does not give legal or other professional advice, and persons with specific inquiries regarding ownership, real property tax law and the appraisal process are urged to consult with an attorney or appropriate professional.