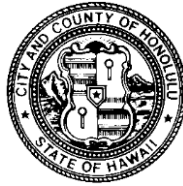


Parcel ID (Tax Map Key No.)



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 Qualifying Construction Work For And Marketing Of Affordable Dwelling Units

Developed in compliance with Chapter 38, Section 21-9.100-10 or Section 21-9.100-5t, or HRS Section 201H-38(a)(5).
(Section 8-10.37, Revised Ordinances of Honolulu 1990, as amended)

This claim must be filed with the director of Budget and Fiscal Services by September 30, preceding the first tax year for which it is claimed.

Owner/Authorized Representative/Agent		
Name of Owner/Organization		Mailing Address
Telephone		Email
Authorized Representative/Agent (If applicable)		Mailing Address
Telephone		Email
Project Information		
Regulatory Agency Name		Regulatory Agency Representative
Regulatory Agency Representative Telephone		Regulatory Agency Representative Email
Project Name ("Project"): _____		
Site Address: _____		
Purchase Recordation Date: _____ LC-DOC-NO/ CERT NO: _____ Check one: <input type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold		
Choose the applicable Project agreement and attach a copy:		
<input type="checkbox"/> Affordable Housing Agreement Section 38-1.8 (Chapter 38 or Section 21-9.100-10 or Section 21-9.100-5)		
<input type="checkbox"/> Regulatory Agreement Section 8-10.20 (a) (HRS Section 201H-36.(a) (5), Hawaii Housing Finance Development Corporation (HHFDC)		
Chapter 8-7.1 land class		
<input type="checkbox"/> Residential <input type="checkbox"/> Residential A <input type="checkbox"/> Hotel and Resort <input type="checkbox"/> Commercial		
DPP Rep. Name	Telephone	Email
Permit Issue Date	Permit Issue Number	Permit Description
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. Any such parcel that is used exclusively for residential purposes may be dedicated by filing Form BFS-RP-P-41E Petition to Dedicate Certain Property for Residential Use, and upon approval, be classified and taxed at the residential tax rate.		
If there is commercial use on this parcel, state the Tax Map Key (Parcel ID): _____		
Is any portion of the area claimed above not for the exclusive use of tenants of the affordable dwelling units? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many square feet? Square feet area _____		

Qualifying construction work creates affordable dwelling units by the construction of new buildings or portions thereof, or additions or substantial rehabilitations, as defined in Section 38-1.2, to existing buildings; provided that the new or existing building is located on land that is classified in accordance with Section 8-7.1 as residential, residential A, hotel and resort, or commercial.

Affordable dwelling units qualifying for this exemption meet one of the following criteria: (1) as provided on-site or off-site pursuant to Chapter 38; (2) as provided pursuant to a planned development-transit permit under Section 21-9.100-10, or an interim planned development-transit permit under Section 21-9.100-5; or (3) is located on real property used in connection with a housing project developed in compliance with HRS Section 201H-36(a)(5) (HHFDC).

Quantity: _____ Square feet area: _____ Percentage of total dwelling units: _____

CLAIM FOR EXEMPTION

DURING QUALIFYING CONSTRUCTION WORK FOR AND MARKETING OF AFFORDABLE DWELLING UNITS

All owners of the parcel(s) of land upon which the Project subject to the affordable housing agreement Section 38-1.8 or regulatory agreement Section 8-10.20 (a) is constructed must sign this form. If a person executing this Form BFS-RP-P-37 *Claim for Exemption - During Qualifying Construction Work For And Marketing Of Affordable Dwelling Units* is an authorized representative/agent of an owner, said owner must execute and attach to this claim for exemption a letter of authorization identifying the representative/agent by name who is authorized to execute this claim for exemption on his/her behalf. Please use additional forms if there is more than one signee/owner.

Project Name ("Project"): _____

1. I/We, the undersigned, certify under penalty of perjury that:

(a) I am the owner/one of the owners or representative/agent of the parcel of land upon which the Project (land and improvements) above-named is situated;

(b) The above named Project is subject to an affordable housing agreement pursuant to Section 38-1.8 or a regulatory agreement pursuant to Section 8-10.20 (a); and

(c) The construction work for which I am claiming this exemption from real property taxes is permitted by the Department of Planning and Permitting; and qualifies as work to construct affordable dwelling units pursuant to one of the following criteria:

(1) As provided on-site or off-site pursuant to Chapter 38;

(2) As provided pursuant to a planned development-transit permit under Section 21-9.100-10, or an interim planned development-transit permit under Section 21-9.100-5; or

(3) Is located on real property used in connection with a housing project developed in compliance with HRS Section 201H-36(a)(5).

2. I/We, the undersigned, acknowledge that:

(a) This exemption, once allowed, will expire upon the earliest occurrence of one of the following: 1) three calendar years after the new construction permit issue date, 2) on the issue date of the Certificate of Completion, or 3) on the issue date of the Certificate of Occupancy.

(b) I must give the director of the Department of Budget and Fiscal Services notice of exemption expiration three calendar years after the issuance of a building permit, upon issuance of a certificate of completion, or upon issuance of a certificate of occupancy, whichever occurs first.

Signature (Owner/Authorized Representative/Agent)

Print Name

Date

FOR OFFICIAL USE ONLY

Approved Disapproved _____

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

Regulated Period: Effective Date _____ Expiration Date _____

All Owners signed? Y N Letter authorizing rep of Owner? Y N Not Applicable

Affordable dwelling units created: quantity _____ Square feet area _____ Document showing creation

Claim Required Documents: Copy of Recorded Regulatory Agreement or Recorded Affordable Housing Agreement

Recorded Declaration of Restrictive Covenants Recorded Lease Agreement (if applicable)

RETAINED COPY FOR EXPIRATION

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

Expiration Required Documents: 3 calendar years Copy of Certificate of Occupancy Copy of Certificate of Completion

PURPOSE

Form BFS-RP-P-37 *During Qualifying Construction Work For And Marketing Of Affordable Dwelling Units* is used to claim an exemption from real property taxes. Real property taxes for the portion of qualifying construction work will be based on the assessed value of that portion of property for the tax year immediately preceding the tax year during which the building permit for the qualifying construction work was issued.

The claim for exemption will expire three calendar years after issuance of the building permit; upon issuance of a certificate of completion; or upon issuance of any certificate of occupancy, whichever occurs first.

INSTRUCTIONS

File all forms and documents with the Real Property Assessment Division by September 30th.

To claim exemption

File form BFS-RP-P-37 *Qualifying Construction Work For And Marketing Of Affordable Dwelling Units* and supporting documents by September 30, preceding the first tax year for which this exemption is being claimed.

Supporting documents that must be filed:

- 1) Copy of the building permit with date of issuance
- 2) Plot plan
- 3) Documents showing the creation of affordable dwelling units required by and in compliance with Chapter 38, Section 21-9.100-10 or Section 21-9.100-5t, or HRS Section 201H-38(a)(5) Hawaii Housing Finance Development Corporation (HHFDC).
- 3) Recorded Declaration of Restrictive Covenants.
- 4) Recorded Regulatory Agreement pursuant to Section 38-1.8 or recorded Affordable Housing Agreement pursuant to Section 8-10.20 (a) (Hawaii Housing Finance Development Corporation).
- 5) Recorded Lease Agreement, if applicable.

Give notice of exemption expiration

Notice of exemption expiration must be given three calendar years after the issuance of a building permit, upon issuance of a certificate of completion, or upon issuance of a certificate of occupancy, whichever occurs first.

Supporting documents that must be filed:

- 1) Retained copy of this form
- 2) Copy of Certificate of Completion or Copy of Certificate of Occupancy

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.