



In space above please enter the 12-digit Parcel ID.

PETITION TO DEDICATE CERTAIN PROPERTY FOR RESIDENTIAL USE
FIVE YEAR DEDICATION THAT BEGINS FROM TAX YEAR 2025 (July 1, 2025-June 30, 2030)
ROH § 8-7.5



Please read the instructions on back before completing this form. (Filing deadline is September 1st)

Petitioner Name (Primary Contact Person)	Telephone	Email Address
Site Address		Mailing Address
LAND	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: _____	
IMPROVEMENTS	<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.	
USE	<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 ROH § 8-7.5. 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 1st**, 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 15th 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: **2025** Petition No. _____ Land Classification _____ Approved Disapproved

INSTRUCTIONS FOR FORM PETITION TO DEDICATE CERTAIN PROPERTY FOR RESIDENTIAL USE

The annual Notice of Assessment, issued on December 15th, indicates approval or disapproval. A five-year residential dedication auto-renews unless canceled in writing by September 1 of the 5th year. Otherwise, please contact the Real Property Assessment Division to confirm dedication is in effect.

If the property changes ownership within five years, the dedication ends after that period. The new owner must file a petition by September 1st of the fifth year to start a new dedication period.

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.
4. All communication will be sent to the mailing address regarding this petition only. If you would like to update the notice of assessment and tax bill mailing address, please submit a Change in Status form at <https://www.realpropertyhonolulu.com/media/1834/43-rev-202204-fillable-and-instr.pdf>.
5. 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.
6. 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.
7. 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.
8. **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.
9. If hand delivered, the completed petition form must be received by RPAD no later than 4:30 p.m. on September 1st 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 1st. 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.

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 § 8-1.16]

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. [ROH § 8-1.3(g)]

Additional real property assessment forms and information can be found at www.realpropertyhonolulu.com and www.honolulupropertytax.com.