



County of Hawaii

DEPARTMENT OF FINANCE - REAL PROPERTY TAX

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INSTRUCTIONS FOR THE APPLICATION FOR DISASTER REMISSION OF TAXES

FLOODS IN DECEMBER 2007 AND FEBRUARY 2008

This application is only for real property taxes paid, or due. In all cases, the amount of remission will not reduce the total annual taxes to less than the minimum tax for the parcel. If you are currently paying the minimum tax, do not complete this form, as no remission will be calculated. The remission calculation will be based on the balance of the tax year, either a December 2007 date or a February 2008 date, to June 30, 2008.

Also, this is a remission on real property taxes. The Real Property Tax Office does not assess, or tax, improvements to your property such as retaining walls, fences, landscaping, and driveways. Damage of this type would not result in any remission of taxes.

Steps to complete the application:

1. Fill in the Tax Map Key Number of the parcel. This can be obtained from your last tax bill or assessment notice.
2. Fill in the name and address of the Claimant along with their telephone numbers. Telephone numbers are very important so that the tax office or appraiser can contact you if information is missing, or if an inspection is necessary.
3. Fill in the type of disaster (Flood) and date of the flooding (December 5, 2007 or February 2, 2008).
4. In your own words, describe exactly what was damaged. Then in the section listing the major building components, fill in the approximate percentage of each category that was damaged. If a particular component was not damaged, leave it blank. For example, if half of the windows in the house were broken you would put 50% in that box.
5. Sign, date and mail in the application by June 30, 2008.