



County of Hawai'i

DEPARTMENT OF FINANCE - REAL PROPERTY TAX

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Appraisers (808) 961-8354 • Clerical (808) 961-8201 • Collections (808) 961-8282
West Hawai'i Civic Center • 74-5044 Ane Keohokalole Hwy. • Bldg. D, 2nd Flr. • Kailua Kona, Hawai'i 96740
Fax (808) 327-3538 • Appraisers (808) 323-4881 • Clerical (808) 323-4880

INSTRUCTIONS FOR THE APPLICATION FOR DISASTER REMISSION OF TAXES

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 from the date of occurrence.

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. Complete RP Form P-48: Natural Disaster Worksheet
 - Fill in the Tax Map Key Number or Parcel ID of the parcel. This can be obtained from your last tax bill or assessment notice.
 - Fill in the type of disaster (ie. Iselle) and date of occurrence (ie. August 7, 2014).
 - Fill in the Owner's Name(s), Phone Number(s), Property Address where indicated. 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.
 - Fill in the approximate percentage of each category that was damaged where indicated. 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.
 - Designate whether your property occasionally experiences flooding (Yes/No).
 - Any additional remarks should also be included (where indicated).
 - Sign and Date.

2. Complete RP Form 19-36: Notice of Claim for Disaster Relief

- Fill in the Tax Map Key Number or Parcel ID of the parcel. This can be obtained from your last tax bill or assessment notice.
 - Fill in the type of disaster (ie. Iselle) and date of occurrence (ie. August 7, 2014).
 - In your own words, describe (in detail) the damages you wish to claim and attach additional worksheets if necessary.
 - Sign and Date.
 - Fill in your mailing address and primary telephone number where indicated. 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. Mail or submit in-person, both the “RP Form P-48: Natural Disaster Worksheet” and ‘RP Form 19-36: Notice of Claim for Disaster Relief’ to the Real Property Tax Division no later than June 30 of the taxable year involved or within 60 days, whichever is later.

Forms can be mailed to:

County of Hawaii
Department of Finance
Real Property Tax Division
101 Pauahi Street, Suite 4
Hilo, HI 96720

Forms can be submitted in-person to:

Real Property Tax Division
Aupuni Center
101 Pauahi Street, Suite 4
Hilo, HI 96720

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