County of Maui - Department of Finance
**Real Property Tax Division**
Service Center, Suite A16
70 E. Kaahumanu Avenue, Kahului, HI 96732
(808) 270-7297 Fax (808) 270-7884

# APPLICATION FOR NEW TAX MAP KEY & TAX CLEARANCE

## PART I. TAXPAYER INFORMATION

**Existing Tax Map Key:** **Zone** ☐ **Section** ☐ **Plat** ☐ **Parcel** ☐ **CPR** ☐

Name

Address City State Zip Code

Phone Cell E-mail

Remarks: (Provide reasons for New Tax Map Key Number)

Before final approval of New Tax Map Key Assignment, the owner(s) must provide the following:

1. Separate lot determination approval letter from Development Services Administration (DSA)/Public Works.
2. Metes & bounds description signed and sealed by a registered land surveyor for each lot receiving a new tax map key number.
3. All taxes due for the fiscal year, including rollback and deferred taxes must be paid before Tax Clearance Certificate and New Tax Map Key will be issued.
4. All owners of the property must sign this request. For corp. or partnership, list name and position of authorized officer or partner.

Property owner(s) are advised to contact the Planning Department, Development Services Administration and Water Department on matters regarding the permitted uses for the parcels involved in this request.

**Assignment of new Tax Map Key number(s) DOES NOT constitute a legal County subdivision. The assignment of Tax Map Key number(s) is for real property tax purposes only.**

The undersigned does hereby acknowledge these limiting conditions. (Please use additional sheet if necessary)

Print Name Signature Date

Print Name Signature Date

Print Name Signature Date

Print Name Signature Date

Print Name Signature Date

## PART II. CURRENT, DELINQUENT, DEFERRED AND ROLLBACK TAXES (For Tax Clearance)

| FISCAL YEAR | TOTAL TAX DUE | ROLLBACK TAXES | DEFERRED TAXES | TOTAL AMOUNT DUE | DATE PAID |
|---|---|---|---|---|---|
| | | | | | |

| FOR OFFICIAL USE | Rollback Tax $ _____ Deferred Tax $ _____ | Appraiser Initial: _____ Date: _____ | Tax Clearance Certificate No. | Expiration Date |
|---|---|---|---|---|

# INSTRUCTIONS FOR FILING REQUEST FOR NEW TAX MAP KEY

## GENERAL INFORMATION

- Type or print clearly with a pen. Part I of this form must be completely filled in.
- To obtain a Tax Clearance Certificate, this form must be submitted to the County of Maui, Real Property Tax Division. Applications may be submitted either in person or by mail.
- All taxes due for the fiscal year, including rollback and deferred taxes must be paid before Tax Clearance Certificate and New Tax Map Key will be issued.
- Please make checks payable to: **COUNTY OF MAUI** and reference your Tax Map Key number.
- If you have questions regarding Tax Clearance Procedures, please call 808-270-7697.
- If you have questions regarding Requests for New Tax Map Key, please call 808-270-7297 and ask for the Tax Maps Section.