



County of Maui - Department of Finance  
 Real Property Tax Division  
 Service Center, Suite A16  
 70 E. Kaahumanu Avenue, Kahului, HI 96732  
 (808) 270-7697 Fax (808) 270-7884

**APPLICATION FOR TAX CLEARANCE FOR SUBDIVIDERS**

**PART I. TAXPAYER INFORMATION (To be completed by Applicant applying for Tax Clearance)**

Date \_\_\_\_\_

It is requested that a certificate verifying clearance from all real property taxes imposed by the County be issued in the name of \_\_\_\_\_  
 (Property Owner of Legal Title)

Applicant's Name and Title \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Contact Phone \_\_\_\_\_ ( ) \_\_\_\_\_ (Cell)

Applicant's Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Corporation If CORPORATION or PARTNERSHIP, names of corporate executive officers or  
 Partnership general partners:  
 Individual/Trust \_\_\_\_\_

The Tax Clearance Certificate is for: Agricultural Subdivision Urban Subdivision Rural Subdivision

- You are required to attach a preliminary approved subdivision map with this application form.
- Subdivision map must include stamp indicating subdivision file number. Subdivision file #: \_\_\_\_\_
- Current stage of subdivision process: Just Started 50% Close to final (approximately 45 days or less)

During the Tax Clearance process, applicant chooses to be contacted via: Mail Call to pickup

**PART II. \*List all current and prior TMK's of land underlying proposed subdivision within the last 10 years**

*TAX MAP KEY					FISCAL YEAR	CYCLE	DATE PAID	TAX	PENALTY	INT	TOTAL DUE	RB Y or N	AMOUNT
Zone	Section	Plat	Parcel	HPR									

**FOR OFFICIAL USE**

Appraiser Initial/Date: \_\_\_\_\_ If Rollback: \_\_\_\_\_  
 Rollback Tax: YES  NO  \$ \_\_\_\_\_ 1) Payment Received Date \_\_\_\_\_  
 Deferred Tax: YES  NO  \$ \_\_\_\_\_ 2) P-38 Processed Date \_\_\_\_\_  
 3) Tax Clearance #/Expiration Date \_\_\_\_\_ / \_\_\_\_\_

## INSTRUCTIONS FOR FILING APPLICATION FOR TAX CLEARANCE

### GENERAL INFORMATION

- This form may be used to obtain a County Tax Clearance Certificate required for urban, rural, or agricultural subdividers.
- One form per subdivision.
- 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.
- Type or print clearly with a pen. Part I of this form must be completely filled in. In Part II, enter the tax map key numbers of all real property that is part of the subdivision. No Tax Clearance Certificate will be issued without proper and complete application.
- Tax Clearance Certificate expiration dates are as follows:
  - Expiration of December 31<sup>st</sup> - 1<sup>st</sup> half taxes must be paid for current Fiscal Year on or before August 20<sup>th</sup> including all delinquent taxes.
  - Expiration of June 30<sup>th</sup> - 2<sup>nd</sup> half taxes must be paid for current Fiscal Year on or before February 20<sup>th</sup> including all delinquent taxes.
- **A Tax Clearance Certificate shall not be issued until receipt of payment in full of any deferred or rollback taxes.**
- Please make checks payable to: **DIRECTOR OF FINANCE** and reference your Tax Map Key number.
- Payment options and estimated time to receive Tax Clearance, after payment is received:
  - Business or personal checks - minimum 10 business days.
  - Cash/money order/cashier's check - within 2 business days.
- Agents or other representatives of the landowner may apply for a Tax Clearance Certificate on behalf of the person having recorded title to the property. However, tax clearances will be issued in the name of the person or persons having recorded title on property. No Tax Clearance Certificate shall be issued in the name of the agent or subdivider if different from the person having recorded title.
- Tax Clearance Certificates are normally processed within 10 working days. **It is recommended that the Application for Tax Clearance be submitted approximately 45 days before Final Subdivision Approval** to allow for processing time.
- If you have questions regarding this form or Tax Clearance Procedures, please call 808-270-7697.