

Application no. \_\_\_\_\_

**Application for Tax Refund or Waiver for  
Destroyed or Damaged Manufactured Homes**

|               |
|---------------|
| Date Received |
|               |

Answer all questions and complete all information. Please read instructions on Page 2 before completing form.

1. Owner's name \_\_\_\_\_
2. Owner's address \_\_\_\_\_
3. Owner's telephone number \_\_\_\_\_
4. Registration number of damaged home \_\_\_\_\_
5. Address of damaged home \_\_\_\_\_
6. County where located \_\_\_\_\_
7. Date damage occurred \_\_\_\_\_
8. Cause of damage \_\_\_\_\_
9. Description of damage \_\_\_\_\_
10. Estimated dollar amount of damage \$ \_\_\_\_\_
11. If property insured, amount of insurance received \$ \_\_\_\_\_

I declare under penalties of perjury that this application has been examined by me and, to the best of my knowledge and belief, it is true, correct and complete.

Owner \_\_\_\_\_  
Signature Date

By the county auditor  
on behalf of the property owner \_\_\_\_\_  
Signature Date

Sworn to and signed in my presence, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

# Instructions for Completing Form

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## Filing Deadlines and Schedule of Deductions

An application for refund or waiver of the current year's taxes must be filed no later than the 31st day of January following the year in which the destruction or damage occurred. Any tax refund or waiver approved will affect the tax bills for the year in which the damage or destruction occurred. The amount of the tax refund or waiver equals a percentage of the tax on the reduction in the value of the home caused by the damage or destruction. That percentage is determined by the calendar half in which the damage occurred. The filing deadline and percentage deduction in taxes allowed for each calendar half are shown below .

| Calendar Quarter in Which Home Was Damaged | Application Deadline | Percentage Deduction Allowed |
|--------------------------------------------|----------------------|------------------------------|
| January – June                             | Jan. 31              | 100%                         |
| July – December                            | Jan. 31              | 50%                          |

## Line Instructions

**Lines 1, 2 and 3:** Enter owner's full name, mailing address and daytime phone number.

**Line 4:** Enter registration number of damaged home. This number is shown on your tax bill.

**Line 5:** Enter the full address of the damaged home.

**Line 6:** Enter name of county where damaged home is located.

**Line 7:** Enter date the damage or destruction occurred.

**Line 8:** Explain cause of damage: fire, flood, intentional demolition, etc.

**Line 9:** Describe the damage to the home. Attach additional pages if necessary.

**Line 10:** Enter your best estimate of the reduction in the home's value caused by the damage.

**Line 11:** If home is insured, show the amount the insurance company paid or will pay, if available.

## Owner's Signature

Sign and date the application at the bottom and have your signature notarized. If the owner's signature is not notarized, the section below must be completed and notarized.

## Notice of Two Disinterested Persons

If the owner's signature is provided on the front of this application, this notice is not necessary.

|              |     |              |
|--------------|-----|--------------|
| _____        | and | _____        |
| Printed Name |     | Printed Name |
| _____        | and | _____        |
| Signature    |     | Signature    |
| _____        |     | _____        |
| Date         |     | Date         |

being duly sworn, say that they are residents of the municipal corporation or township in which the above property is or was situated, that neither of them has any interest therein, and that home was destroyed or injured on the date shown above.