

DATE RECEIVED

APPLICATION FOR TAX REFUND OR WAIVER FOR DESTROYED OR DAMAGED MANUFACTURED HOMES

**ANSWER ALL QUESTIONS AND TYPE OR PRINT ALL INFORMATION
READ INSTRUCTIONS ON BACK BEFORE COMPLETING FORM**

1. OWNER'S NAME _____	
2. OWNER'S ADDRESS _____	
CITY/STATE	ZIP
3. OWNER'S TELEPHONE NUMBER (_____)	

4. REGISTRATION NUMBER OF DAMAGED HOME _____	
5. ADDRESS OF DAMAGED HOME _____	
CITY/STATE	ZIP
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

Sworn to and in my presence, this _____ day of _____, _____

NOTARY

INSTRUCTIONS FOR COMPLETING FORM

FILING DEADLINES AND SCHEDULE OF DEDUCTIONS:

An application for refund or waiver of the current years 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 HALF IN WHICH HOME WAS DAMAGED	APPLICATION DEADLINE	PERCENTAGE DEDUCTION ALLOWED
JANUARY-JUNE	JANUARY 31st	100%
JULY-DECEMBER	JANUARY 31st	50%

LINE INSTRUCTIONS:

- LINES 1, 2 and 3 Enter the owner's full name, mailing address, and daytime phone number.
- LINE 4 Enter the registration number of the damaged home. This number is shown on your tax bill.
- LINE 5 Enter the full address of the damaged home.
- LINE 6 Enter the name of county where the damaged home is or was located.
- LINE 7 Enter the 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 the 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.

AFFIDAVIT OF TWO DISINTERESTED PERSONS

If the owner's signature is notarized on the front of this application, this affidavit is **not** necessary.

_____ and _____

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

Signed _____

Sworn to and signed in my presence, this _____ day of _____, 20____

Notary