

INSTRUCTIONS FOR ORDERING TAX MAPS

Below is a COMPLETED copy of Order Form (P-53) for purchasing tax maps. It illustrates how you are to complete the form. On the front of these instructions is a blank copy of form for you to order prints. When completing the form, do not complete any gray boxes!

Assume your name is John Doe, your address is 1234 Milo Hae Loop, Kōloa, HI 96756, and you want to purchase two prints of the property for which you pay taxes. Your "Notice of Assessment" and your "Tax Bill" look as follows:

TAX MAP NUMBER						1	TAX KEY				CPR NO. 0000	TEN.# 001
Z	S	PLAT	PARCEL	CPR	TEN.#		Z	S	PLAT	PARCEL		
2	8	029	001	0000	001		2	8	029	001		

To us this means as follows:

ISLAND	ZONE	SECTION	PLAT	PARCEL	HPR/CPR	TEN.#
Kaua'i	2	8	29	1	0	001

1. TO ORDER, YOU FIRST LIST YOUR ADDRESS AND THE DATE. Don't forget the Zip Code or the State, if ordering outside of Hawai'i.
2. NEXT, LIST THE NUMBER OF PRINTS OR EACH PLAT (MAP).
3. LIST THE ZONE, SECTION AND PLAT NUMBERS. This is what is shown on your Tax Bill and Assessment Notice as your tax key. But we do NOT NEED NOR WANT your parcel Number or HPR Number. If multiple maps are requested, we would appreciate your listing the requests in TAX MAP KEY SEQUENCE.
4. FINALLY, THE MAPS COST THREE DOLLARS (\$3.00) PLUS (\$1.00) POSTAGE AND HANDLING PER COPY. IF YOU ARE MAILING THE order form, write a check (DO NOT SEND CASH) payable to the **Director of Finance**, then write the total amount of the check in the lower right hand corner of the form as illustrate below and circle it. Mail the form together with your check to: County of Kaua'i, Department of Finance, Real Property Assessment Division, 4444 Rice Street, Suite A-454, Lihu'e, Hawai'i 96766. We will mail your maps. Mahalo!

TAX MAPS SECTION ORDER FOR PRINTS					
Name: DOE JOHN T.			DO NOT WRITE IN THIS SPACE Receipts		
Address: 1234 MILO HAE LOOP			By		
City & State: Kōloa, HAWAI'I		Zip: 96756	Ph.	Date: JAN. 4, 2008	
NO. OF PRINTS	Island	Tax Key or Description			
1	Kaua'i	2-8-29		3	00
		POSTAGE		1	00
DO NOT WRITE IN THIS SPACE				TOTAL	
Received Above:				\$ 4 00	
Mailed by:			Date:		

**TAX MAPS SECTION
ORDER FOR PRINTS**

TAX MAPS SECTION, DEPARTMENT OF FINANCE
REAL PROP. ASSMT. DIV.

NAME:			DO NOT WRITE IN THIS SPACE	
Last	First	Middle Initial	Receipt #	
ADDRESS:			By	
CITY & STATE:			Date	
			PH:	
			ZIP	

NO. OF PRINTS	Island	Tax Key or Description		
	KAUA'I			

DO NOT WRITE IN THIS SPACE		TOTAL	\$	
Received Above				
Mailed by		Date		

SEE INSTRUCTIONS ABOVE