

## Steps for completing and submitting a fillable form.

1. To complete the form online
  - a. Open the form you wish to submit
  - b. Complete the required fields (highlighted in red)
  - c. Electronically sign the form. Follow the instructions in your email once you have completed the form to confirm the signature.
  - d. Once you sign the form, it will be emailed to the appropriate staff member. They will sign that they received the form. You will receive email notification of this step, at which point in time you can choose to download the completed form for your reference.
  - e. Once reviewed, you will be advised the application has either been accepted or rejected.
    - i. if accepted, you will need to follow all the steps on the directions below.
      1. If you wish to pay online, please follow the instructions in the your annual tax bill. As a reminder, all online payments have a 4%convenience fee added.
      2. If you wish to pay by check, you can either mail the invoice and your check to the address on the invoice or drop the invoice and check off at City Hall.
    - ii. if rejected, you may contact City Hall via email or by calling 302-398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.
2. To complete the form manually
  - a. Download the form you wish to submit
  - b. Complete the required fields (highlighted in red). **All required fields must be completed to process the form.**
  - c. Sign the form.
  - d. Return the completed and signed form to City Hall. You can either mail the form or drop it off at the reception desk.
  - e. Once reviewed, you will be advised the application has either been accepted or rejected.
    - i. if accepted, you will need to follow all the steps on the directions below.
      1. If you wish to pay your annual tax bill online, please follow the instructions on the invoice. As a reminder, all online payments have a 4%convenience fee added.
      2. If you wish to pay by check, you can either mail the invoice and your check to the address on the invoice or drop the invoice and check off at City Hall.
    - ii. if rejected, you may contact City Hall via email or by calling 302-398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.

# City of Harrington

## Requirements for Partial Tax Relief for Senior Citizen and Disabled Property Owners

From City of Harrington Code [Chapter 378 \(Taxation\) Article II](#)

The following are the requirements that must be met in order to receive partial tax relief on City of Harrington property taxes:

1. The applicant must be 65 or older by June 30 (**please provide a State of Delaware Driver's License or Identification Card for proof to show when applying**);

-OR-

Totally disabled (please provide certified copies of award letters from government agencies indicating that the applicant is totally disabled).

2. The property that the applicant is applying for the discount for must be your primary residence for the past 12 months, and title must be in the name of the applicant, applicant and spouse, or revocable grantor trust as reflected in the official records of Kent County. Land included in the State of Delaware Farmland Assessment Act is not eligible.
3. Applicant must have maintained his/her principal place of residence in the State of Delaware for the 5 years immediately preceding the tax year.
4. Completed application along with proof of age or disability must be received by Harrington City Hall, 106 Dorman Street, Harrington, DE 19952 no later than May 31 for the upcoming tax year. If May 31 falls on a weekend or holiday, applications shall be due the first working day following May 31.
5. Taxes must be paid in full on or before October 31 of each year or the discount will be revoked.
6. No application will be approved unless all taxes, user fees, sewer and water service charges, liens, and all other taxes and fees then due to or collectible by the City of Harrington have been paid in full by May 31.
7. Those that received partial tax relief based on age last fiscal year do not need to reapply to receive the partial tax relief this year. **Applicants that may qualify for partial tax relief based on disability must apply every year to verify that they still qualify.**

Please keep in mind that this discount does not apply to water, sewer, trash or other fees, and in the event that ownership is shared with others who do not qualify for participation, partial tax relief may be a proportionate share.

**If you have any questions, please contact City Hall at (302) 398-3530 or  
106 Dorman Street, Monday through Friday, 8:00 am to 4:00 pm.**

CITY HALL  
106 DORMAN STREET  
HARRINGTON, DE 19952



302-398-3530 PHONE  
302-398-4477 FAX  
HARRINGTONDELAWARE.GOV

*Where Delaware Comes Together*

## Application for Partial Tax Relief for Senior Citizen and Disabled Property Owners

Application must be accompanied with valid form of identification showing proof of age and disability (if applicable). Please see the eligibility requirements on the back of this form. Additional owners' information should be listed on a separate piece of paper and attached to this application. **Completed application due no later than May 31.**

Parcel Number:

Applicant's Full Name:

Spouse/Co-Owner's Full Name:

Applicant's Address:

Spouse/Co-Owner's Address:

Date of Birth:

Date of Birth:

Driver's License #:

Driver's License #:

Phone #:

Phone #:

Email:

Have you lived at the property for at least 1 year prior to application?	YES	NO
Have you been a Delaware resident for at least 5 years?	YES	NO
Is the property included in Delaware's Farmland Assessment Act?	YES	NO

Please attach a copy of your Driver's License or ID Card below for proof of age. If totally disabled, please provide certified copies of award letters from government agencies indicating that the applicant is totally disabled below as well.

**I/We swear or affirm that this information is true and correct to the best of my/our knowledge and belief and further understand that a false declaration in this application will subject me/us to the penalties provided by law for perjury.**

Applicant's Signature:

Date:

Co-Owner's Signature:

Date:

Please include the following: if disabled, certified copies of award letters from government agencies indicating that the applicant is totally disabled.

**No application will be approved unless all taxes, user fees, sewer and water service charges, liens, and all other taxes and fees then due to or collectible by the City of Harrington have been paid in full by the application submission deadline date. You will be notified if you application is denied.**

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**For Office Use Only:**

All taxes, sewer, water fees paid

Approved

Denied

Reason: