



CITY OF PHILADELPHIA

REAL ESTATE TAX RELIEF HOMESTEAD EXEMPTION

This form must be completed and received by the Office of Property Assessment by July 31, 2012.

BASIC INFORMATION

- 1. Owner Name 1: _____
- 2. Owner Name 2: _____
- 3. Property Address: _____
- 4. OPA Account Number: _____
- 5. Mailing Address: _____
- 6. Phone: _____
- 7. Email: _____

HOMESTEAD INFORMATION

8. Is this Property your primary residence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Do you claim anywhere else as your primary residence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Is this residence part of a cooperative where some or all of the taxes are paid jointly?	<input type="checkbox"/> Yes If yes, what % ____	<input type="checkbox"/> No
11. Is your property used for something other than your primary residence, such as a business or rental property?	<input type="checkbox"/> Yes If yes, what % ____	<input type="checkbox"/> No

I hereby certify that all the above information is true and correct.

Signature: _____

Date: _____

By signing this application I am asserting that I am the owner of the property listed above. I certify that all of the above information is correct. Any person who knowingly files an application which is false in any material matter shall be subject to payment of taxes due, plus interest, plus penalty and shall be subject to prosecution as a misdemeanor of the third degree and a fine up to \$2,500.

**Mail completed applications to:
Office of Property Assessment
PO Box 52817
Philadelphia, PA 19115**



CITY OF PHILADELPHIA

REAL ESTATE TAX RELIEF - HOMESTEAD EXEMPTION APPLICATION INSTRUCTIONS

ABOUT THE HOMESTEAD EXEMPTION

With a homestead real estate tax exclusion, the assessed value of each eligible homestead is reduced by the amount of the exclusion before the real estate tax is computed. The homestead real estate tax exclusion will not be available for properties located within the City of Philadelphia unless and until enabling legislation allowing for such a homestead exclusion is enacted by the Commonwealth of Pennsylvania and a City of Philadelphia ordinance providing for such an exclusion is in effect.

To receive property tax relief for tax year 2013, this form must be filed by July 31, 2012. All applications will be processed and homeowners will be notified if they have qualified and the amount of their tax relief when they receive their real estate tax assessment in the fall of 2012. Applications received after the deadline for consideration for tax year 2013 will be considered for tax year 2014.

HOMESTEAD APPLICATION INSTRUCTIONS

Questions 1 & 2: Fill in/confirm your name and the name of other owners, such as a co-owner of the property. The application must be signed by an owner for whom the property is his or her primary residence. If the property has more than one owner, signatures of additional owners are not required.

Question 3: Fill in/confirm the address of the property for which you are seeking exclusion.

Question 4: The account number for which you are seeking a homestead exclusion. You can find it on your real estate tax bill or online at www.phila.gov.

Question 5: If your mailing address differs from the address of the property for which you are seeking a homestead exclusion, fill in your mailing address.

Questions 6 & 7: List email and phone numbers.

Question 8: Only a primary residence of an owner of the property may receive the homestead exclusion. This is where you intend to reside permanently until you move to another home. You may be asked to provide proof that this property is your primary residence, such as your driver's license, your voter registration card, or your personal federal income tax form.

Question 9: Do you have another residence which you claim as your primary residence? For instance, do you claim another state as your primary residence, or another county in Pennsylvania? The homestead exclusion can only be claimed once, for a place of primary residence. You may not claim this property as your primary residence if you claim another property as a primary residence or if you receive a homestead tax abatement or other homestead benefit from any other county or state.

Question 10: If you live in a unit of a cooperative and you pay all or a portion of your real property taxes jointly through a management agent or association, rather than paying your taxes separately from other units, check yes. If you answered yes, please indicate your proportionate share of ownership. You may be asked to provide a contact to confirm this information.

Question 11: Check yes if the property for which you are seeking a homestead exclusion is used for other purposes, such as a business or rental property. For example, do you claim part of your home as a home office or deduct expenses for the business use of your home on your state or federal tax? If you answered yes, please indicate what percentage of the property is used as business or rental property.

CHANGE IN USE

If your property is approved as homestead and the use changes so that the property no longer qualifies for the homestead exclusion, you must notify the Office of Property Assessment (OPA) within 45 days of the change in use. If the use of your property changes and you are not sure if it still qualifies for the homestead exclusion, you should contact the OPA.

FALSE OR FRAUDULENT APPLICATIONS

The OPA may select, randomly or otherwise, applications to review for false or fraudulent information. Any person who files an application that contains false information, or who does not notify the assessor of a change in use which no longer qualifies as homestead property, will:

- Be required to pay the taxes which would have been due but for the false application, plus interest.
- Be required to pay a penalty equal to 10% of the unpaid taxes.
- If convicted of filing a false application, be guilty of a misdemeanor of the third degree and be sentenced to pay a fine not exceeding \$2,500.

This application must be signed by an owner for whom this property is his or her primary residence. If the property has more than one owner, signatures of additional owners are not required. By signing this application, the applicant is affirming or swearing that all information contained in the application is true and correct.

Please return to:

Office of Property Assessment

PO Box 52817

Philadelphia, PA 19115

For questions on the Homestead, please visit www.phila.gov or call 215-686-9200