



# CITY OF PHILADELPHIA

## REAL ESTATE TAX RELIEF - HOMESTEAD EXEMPTION APPLICATION

### ABOUT THE HOMESTEAD EXEMPTION

Apply for the Philadelphia Homestead Real Estate Tax Exemption to save money on your real estate taxes. **A person must simply own the property and live in as their primary residence. There are no other requirements.**

With a Homestead Real Estate Tax Exemption, the assessed value of each eligible homestead is reduced by the amount of the exemption before the real estate tax computed. Please submit your application by September 13, 2017 to receive a Homestead Credit on your 2018 Real Estate Taxes.

### HOMESTEAD APPLICATION INSTRUCTIONS

Questions 1 & 2: Fill in 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 Exemption. You can find it on your real estate tax bill or online at [www.phila.gov/opa](http://www.phila.gov/opa).

Question 5: If your mailing address differs from the address of the property for which you are seeking a Homestead Exemption, 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 Exemption. 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, 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 Exemption 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 Exemption 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 Exemption, you must notify the Revenue Department (DOR) 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 Exemption, you should contact the DOR.

### 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.

Mail completed application to:  
City of Philadelphia  
Department of Revenue  
PO Box 52817  
Philadelphia, PA 19115



# CITY OF PHILADELPHIA

## REAL ESTATE TAX RELIEF HOMESTEAD EXEMPTION

Please complete and return this form to the Department of Revenue by Sept. 13, 2017.

### 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.

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