C I T Y O F P H I L A D E L P H I A

Homestead Exemption Removal/Change Form—Instructions

CHANGE IN USE

If your property has been approved for the Homestead Exemption, but the use changes so that the property no longer qualifies for the Homestead, you must notify the Department of Revenue within 45 days of the change in use. Additionally, you must notify Revenue if the percentage of your property used as your primary residence changes. If the use of your property changes and you are not sure if it still qualifies for the Homestead Exemption, call 215-686-9200.

HOMESTEAD REMOVAL/CHANGE FORM 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 the address of the property that has received the Homestead Exemption.

Question 4: Fill in the OPA account number for the property that has received the Homestead Exemption. You can find it on your Real Estate Tax bill or online at www.phila.gov/opa and search using your property address.

Question 5: Fill in your mailing address if it differs from the property address.

Question 6 & 7: List your phone number and email.

Question 8 & 8a-d: Select this option if you want to remove the Homestead Exemption entirely from your property. You **MUST** indicate the reason for removing the Homestead.

Question 9 & 9a: Select this option if you need to change the percentage of your property used for something other than your primary residence, such as a business or rental property. Enter in the percentage used for a business, rental property, etc.

FALSE OR FRAUDULENT APPLICATIONS

The Revenue Department 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 a 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.

For questions on the Homestead Exemption, please call 215-686-9200.

C I T Y O F P H I L A D E L P H I A

Homestead Exemption Removal/Change Form

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

Homestead Information

I would like to (*check only one*):

☐ 8. Remove the Homestead from this property

You must check reason for removal:

a. ☐ This property is no longer my primary residence.
b. ☐ I have sold this property/ I am no longer the property owner.
c. ☐ I applied for this property in error.
d. ☐ Other (please provide reason): _____

_____

☐ 9. Change the percentage of my property used for something other than my primary residence, such as a business or rental property. *Indicate percentage of other use on line below.*

a. %: _____

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

Signature: _____ Date: _____

By signing or typing my name on this application, I am asserting that I am the owner of the property listed above.

Return form to: Department of Revenue—Attn: Homestead Exemption
PO Box 53190
Philadelphia, PA 19105