



# CITY OF PHILADELPHIA

## HOMESTEAD EXEMPTION CO-OP FORM

### BASIC INFORMATION

- 1. Property Address: \_\_\_\_\_
- 2. Property Name: \_\_\_\_\_
- 3. Contact Name: \_\_\_\_\_
- 4. OPA Account Number: \_\_\_\_\_
- 5. Mailing Address: \_\_\_\_\_
- 6. Phone: \_\_\_\_\_
- 7. Email: \_\_\_\_\_

### HOMESTEAD INFORMATION & FORM INSTRUCTIONS

#### ABOUT THE HOMESTEAD EXEMPTION

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 is computed.

To receive property tax relief for Tax Year 2014, the Homestead Exemption application (available at [www.phila.gov/opa](http://www.phila.gov/opa)) should be submitted by November 15, 2012, as applications received by that date will have the Exemption reflected on their Tax Year 2014 Assessment Change Notice in February 2013.

#### SPECIAL INSTRUCTIONS FOR COOPERATIVE (CO-OP) PROPERTIES

For co-op properties, please submit one Homestead Exemption application (available at [www.phila.gov/opa](http://www.phila.gov/opa)) for each Office of Property Assessment (OPA) account number (not one per owner-occupant). In addition to that application, please submit this (supplemental) form: the **Homestead Exemption Co-op Form**. This form will need to be signed by an owner-occupant from each eligible unit.

For each unit for which the application of a Homestead Exemption is sought, one owner-occupant must print his or her name, indicate his or her unit number, and sign the form (see next page). If additional space is needed, please attach additional sheets that include the property address and OPA account number.

#### 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 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.

Please return completed forms to:  
Office of Property Assessment -- Homestead Exemption  
601 Walnut Street, 3W, Philadelphia, PA 19146

Or email completed forms to: [homestead@phila.gov](mailto:homestead@phila.gov).

Property Address: \_\_\_\_\_

OPA Account Number: \_\_\_\_\_

## HOMESTEAD INFORMATION -- CO-OP OWNER/OCCUPANTS

By signing my name on this application, I am asserting that I am an owner/shareholder of the property listed on page 1 and that this property is my primary residence. I certify that all of the information is correct.

PRINT NAME	UNIT	PHONE	EMAIL	Is this your primary residence? Y/N	Do you claim anywhere else as your primary residence? Y/N	Is your property used for something other than your primary residence, such as a business or rental property? Y/N	If 'yes', what percent?	SIGNATURE	DATE