CITY OF PHILADELPHIA

PHL Tax LOOP Longtime Owner Occupants Program

Real Estate Tax Relief - Longtime Owner Occupants Program (LOOP)

Please complete and return this form to the address below by February 17, 2015.

By signing this application I am asserting that I am the owner of the property listed below. Any person who knowingly files an application which is false in any material matter shall be subject to payment of taxes due, plus all applicable penalties, interest, and additions. I hereby certify that all the information below is true and correct.

Signature: _____ Date: _____

Basic Information - All Questions Must Be Completed

1. **Owner Name 1:** _____

   Social Security Number or ITIN (Required): _____

   Owner Name 2: _____

   Social Security Number or ITIN (Required): _____

2. **Property Address:** _____

3. **OPA Account Number:** _____

4. **Mailing Address:** _____

5. **Phone (Required):** _____

6. **Email (Optional):** _____

DO NOT INCLUDE ANY ATTACHMENTS WITH YOUR APPLICATION. IF INCOME & OWNERSHIP DOCUMENTS ARE REQUIRED, YOU WILL BE CONTACTED.

Longtime Owner Occupants Program Information - All Questions Must Be Completed

7. Is at least one of the following true? Your real estate taxes are paid in full, you are up-to-date on a payment plan, or you have filed an application for a payment plan with the Department of Revenue.	Yes ☐ No ☐
8. Have you continuously owned and occupied the property as your primary residence and domicile since at least July 1, 2003?	Yes ☐ No ☐
9. How many people live in this household?	Number of people: _____
10. What is the total annual income for all members of the household in 2013?	$ _____
11. When did you become the owner of this property (month/year)?	Month: _____ Year: _____

Mail completed applications to:
Philadelphia Department of Revenue
PO Box 52843
Philadelphia, PA 19115

For questions about LOOP, please visit:
www.phila.gov/loop or call 215-686-9200.

Se brindan servicios de interpretación.
خدمات الترجمة الشفهية متوفرة لدينا.
提供口譯服務。
Services d'interprétation disponibles.
통역이 제공됩니다.
Предоставляются услуги устного переводчика.
Có sẵn dịch vụ thông.
អាចទទួលបានសេវាកម្មអ្នកបកប្រែភាសា ។

LONGTIME OWNER OCCUPANTS PROGRAM APPLICATION INSTRUCTIONS

1. **Name & Social Security Number/ITIN –**You must provide the name and Social Security Number or ITIN for at least one of the owners. This is the owner of record on file with the Department of Records, a person with an equitable ownership interest (a person who has (1) inherited an interest in the property, (2) entered into a long-term contract to purchase the property from the record owner, (3) is a victim of a fraudulent deed transfer, or (4) can show another ownership interest in the property), a person who was on record with the Department of Revenue for at least 10 years as responsible for the taxes, who lived in the property and paid the bills since at least July 1, 2003 and acquired the property from certain family members, or who acquired the property from a spouse or life partner.
2. **Property Address –** The address of the property you want to enroll in the LOOP program.
3. **OPA Account Number –** The 9-digit number for the property. Find it on your Real Estate Tax bill or look it up at www.phila.gov.
4. **Mailing Address –** Where you want to receive mail about this property.
5. **Phone -** Please provide a phone number so we can contact you about your application.
6. **Email (Optional) –** Please provide an email address so we can contact you about your application.
7. **Is at least one of the following true? Your real estate taxes are paid in full, you are up-to-date on a payment plan, or you have filed an application for a payment plan with the Department of Revenue.** To be eligible for LOOP, you must either be up-to-date on all Real Estate Taxes for the property by being paid in full, in a payment agreement with either the City or other City tax collector that is not in default, or have a payment agreement application pending with the Department of Revenue.
8. **Have you continuously owned and occupied the property as your primary residence and domicile since at least July 1, 2003?** This program is for longtime homeowners only. You must have owned and lived in your property as your primary residence for at least 10 years to be eligible.
9. **How many people live in this household?** Indicate the number of people who live in the property as their primary residence. Please write a number (ex. "4").
10. **What is the total annual income for all members of the household in 2013?** Provide the total amount of income for all members of the household in 2013. Please write a number (ex. "$25,000"). Income includes salary and wages of household members that are 18 or older, retirement income, TANF, interest and dividends, child support, alimony, unemployment and disability income. LOOP is open to households meeting the criteria below:

Household Size	1	2	3	4	5	6	7	8
Total Income	$83,200	$95,050	$106,950	$118,800	$128,350	$137,850	$147,350	$156,850

11. **When did you become the owner of this Property (month/year)?** List the month and year you became an owner of the property, usually the date you bought it and moved in or when you inherited it.

REMEMBER TO SIGN & DATE THE APPLICATION.

APPLICATIONS MUST BE RECEIVED BY FEB 17, 2015.

FALSE OR FRAUDULENT APPLICATIONS

The City 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 for LOOP, will be required to pay the taxes which would have been due but for the false application, plus penalties, interest, and additions.

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. You may be required to provide documents to verify the information in this application. If your property is approved for LOOP and the use changes so that the property no longer qualifies, you must notify the Department of Revenue 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 LOOP, you should contact the Department of Revenue.

For questions about LOOP, please visit www.phila.gov/loop or call 215-686-9200.