

## Owner Occupied Payment Agreement (OOPA) Tangled Title Worksheet



You should complete this form if your name is not on the deed to the home you live in, but you have a legal interest in the property.

You must submit supporting documentation with this form. Please see the other side of this sheet for more details.

### Affirmation of ownership interest

I, \_\_\_\_\_, hereby make the following statements of fact subject to the penalties of 18 Pa.C.S. § 4909 relating to unsworn falsification to authorities, that to the best of my knowledge, information, and belief:

1. I currently reside at \_\_\_\_\_, Philadelphia, Pennsylvania ("the property").
2. I have resided at this address for \_\_\_\_ years and \_\_\_\_ months.  
I have not moved or maintained a primary residence at any other address during this timeframe.
3. I have an ownership interest in the property because (check any that apply):

**I inherited the property** from (name of previous property owner):

Their relationship to me is:

I inherited the property in this month and year  
(usually when the owner on the current deed died):

**I purchased the property** from (name of previous property owner):

This purchase was through a rent-to-own agreement in this month and year:

**I have some other ownership claim** which I describe further here:

### Signature

- I intend to take all reasonable efforts to obtain a deed to the property within the next 3 years.
- I have attached supporting documentation (see the other side of this form for more information)

I declare that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge, information and belief.

Signature

Date

### Attach completed form and documentation to your OOPA Application

Contact (215) 686-6442 with questions about this form.

## Owner Occupied Payment Agreement (OOPA) Tangled Title Worksheet—Required Documentation

### Document Check List

If your name is not on the deed to your property but you believe that you have an ownership interest in the property, you must submit one of the pieces of documentation listed below.

You can submit multiple documents from the list below to show your ownership interest in the property. For example, if your mother entered into a rent-to-own agreement with the property owner and your mother has passed way, you can provide documentation proving the rent-to-own agreement) and documentation proving your relationship with your mother.

- Proof showing that you lived in the property at least 14 years ago.

If you were the owner listed on the deed but a fraudulent deed was recorded taking title out of your name:

- A police report that you have filed for the fraudulent deed (“property theft”), or
- Proof of court action (e.g., a “complaint”) that has been filed in court to get rid of the fraudulent deed.

- If your relative was the owner listed on the deed (the “original owner”) but a fraudulent deed was recorded taking title out of the original owner’s name:

- The deed where the original owner got title AND the death certificate of the original owner AND documentation from one of the categories listed below (numbers 4 through 10) showing your connection to the original owner, or
- A police report that you have filed for the fraudulent deed (“property theft”) AND documentation from one of the categories listed below (numbers 4 through 10) showing your connection to the original owner, or
- Proof of court action (e.g., a “complaint”) that has been filed in court to get rid of the fraudulent deed.

- A deed that puts title into your name that is notarized, but which has not been recorded at the Recorder of Deeds.

- A divorce decree, or other family court order, that gives you title to the property.

- Letters Testamentary or Letters of Administration that name you as the executor/administrator of the property owner’s estate – either a certified copy or a copy with the Register of Wills’ seal on it.

The property owner’s death certificate AND a

- Marriage certificate that shows that you and the property owner were married – either certified copies or copies with the Pennsylvania Department of Health’s seal on it.

- The property owner’s death certificate AND your birth certificate that lists the property owner as your mother or father – either certified copies or copies with the Pennsylvania Department of Health’s seal on it.

The property owner’s will that leaves the property to you AND the property owner’s death certificate (the death certificate must be either a certified copy or a copy with the Pennsylvania Department of Health’s seal on it). If the property owner’s will leaves the property to someone else, and that other person then left a will leaving the property to you, you should provide wills and death certificates for both people.

- A rent-to-own agreement (AKA lease/purchase agreement or installment land contract) signed by the property owner AND documentation showing that you have made payments to the property owner in at least 3 different months.

- A letter from an attorney who is helping you get title to the property – The letter should be on the law firm’s letterhead; explain the facts and your legal claim to the property; state that the attorney is representing you to help you obtain title; state that the attorney will notify the City if he/she stops representing you; and include the attorney’s Pennsylvania attorney identification number.

- A letter from a legal services agency that is helping you get title to the property – The letter should be on the agency’s letterhead; explain the facts and your legal claim to the property; state that the agency is looking for an attorney to help you obtain title; state that the agency will notify the City if it is not able to find an attorney to help you; and include the Pennsylvania attorney identification number for an attorney at the agency.