

# OFFICE OF PROPERTY ASSESSMENT

Curtis Center at 601 Walnut Street – Suite 300 West  
Philadelphia, PA 19106

## Application For the Exemption of Real Estate Taxes

Please submit a separate form for each parcel to be reviewed. This application must be received by the Office of Property Assessment by December 31, 2019.

### **THIS APPLICATION WILL BE CONSIDERED FOR TAX YEAR 2020**

1. Address of the real estate for which exemption is sought / OPA Account Number:

\_\_\_\_\_ / \_\_\_\_\_

2. The real estate is owned by: \_\_\_\_\_

The owner's EIN number is: \_\_\_\_\_

This application is completed by:

\_\_\_\_\_  
(Name, Title)

\_\_\_\_\_  
( Telephone Number)

\_\_\_\_\_  
( Firm Name,/ Suite or Room Number)

\_\_\_\_\_  
( Street Address)

\_\_\_\_\_  
( City, State )

\_\_\_\_\_  
(Zip Code)

3. Specify the current use of the property. If more than one use exists, then indicate the percent of each use. If the property is not currently in use, then indicate when the proposed use(s) will commence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Does any other organization, association, individual, etc., use or occupy the real estate? If you answer "Yes", please provide details:

\_\_\_\_\_

\_\_\_\_\_

5. Will any rent, fees, income, revenue, etc., be derived from the use of the real estate? If you answer "Yes", please provide details.

\_\_\_\_\_

\_\_\_\_\_  
(please see the reverse side for additional instructions and to execute the affidavit)

# GENERAL INSTRUCTIONS FOR FILING EXEMPTION APPLICATION

You may contact the Office of Property Assessment's Exemption Section at (215) 686-4312 should you have any questions regarding the application or the exemption process.

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## **REQUIREMENTS:**

1. a separate application must be submitted for each real estate parcel being considered for eligibility for real estate tax exemption by the Office of Property Assessment (OPA),
2. use only that address which has been assigned by the OPA to identify the real estate parcel,
3. the application must be **received** by the OPA no later than December 31<sup>st</sup> to be considered for eligibility for exemption for the following tax year,
4. the following materials must be submitted with the application:
  - a. copy of the organization's Articles of Incorporation,
  - b. copy of the organization's IRS letter of determination for 501(c)(3) recognition,
  - c. copy of the organization's Charter and By-Laws, including all amendments,
  - d. copy of the organization's most recent Income and Expense Statement,
  - e. copy of the organization's current Statement of Assets and Liabilities,
  - f. copy of the organization's most recently filed IRS form 990,
  - g. a statement of all fund raising activities conducted by the organization,
  - h. a copy of lease(s) entered into by the organization for space at the subject property, and
  - i. a copy of recorded deed for the subject property.

*Failure to comply with these requirements will slow the processing of this application.*

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## **AFFIDAVIT OF APPLICANT**

*I declare that the information submitted in support of this application for the exemption of real estate is true and correct to the best of my knowledge information and belief. I further understand that false information submitted herein is subject to the penalties of the Act of December 6, 1971, P. L. 1482, No. 334, as amended, 18 PA. C. S. A. 4904 relating to unsworn falsification to authorities.*

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Signature of Applicant \_\_\_\_\_

Date of Signing \_\_\_\_\_

## **FOR OPA USE ONLY**

OPA Account Number \_\_\_\_\_ Ward \_\_\_\_\_ Application # \_\_\_\_\_ Record # \_\_\_\_\_

Action: \_\_\_\_\_ Grant Full Exemption: \_\_\_\_\_ Grant Partial Exemption \_\_\_\_\_ %

\_\_\_\_\_ Hold Public Hearing \_\_\_\_\_ with , \_\_\_\_\_ without Court Stenographer

\_\_\_\_\_ This application is Denied. Action Date: \_\_\_\_\_

Public Hearing Information: Hearing to be held on: \_\_\_\_\_

Hearing Notice mailed on: \_\_\_\_\_ Board Decision at hearing: \_\_\_\_\_

Board Hearing Decision Notice mailed on: \_\_\_\_\_

CCP Court Term & Number: \_\_\_\_\_ Closed out on : \_\_\_\_\_