

The Longtime Owner Occupants Program (LOOP) is a Real Estate Tax relief program for homeowners who have lived in their homes for 10 years or more, experienced a significant increase in their property assessment from one year to the next, and meet income and other eligibility requirements.

Everyone must complete pages 1-2 of this application. Please return **both pages** of this application. Do not include any attachments as part of your application. The Department of Revenue will contact you if we need income and ownership documents.

The deadline to apply is **February 17, 2021**.

## 1 Program eligibility questions

Property address

Answer the following:

Are your Real Estate Taxes are paid in full? \_\_\_\_\_

Are you up-to-date on a payment plan? \_\_\_\_\_

Have you filed an application for a payment plan with the Department of Revenue? \_\_\_\_\_

Have you continuously owned and occupied the property as your primary residence since at-least July 1, 2010?

YES  NO

When did you become the owner of this property? (MM/YYYY)

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



You must either be up-to-date on all Real Estate Taxes, in a current payment agreement, or have a payment agreement application pending with the Department of Revenue to qualify for this program.

In addition, you can only qualify for this program if you have owned and lived in your property as your primary residence for at least 10 years.

## 2 Determine income eligibility

How many people live in your household?

What was the total annual income for all household members in 2019? \$ \_\_\_\_\_

Does your household income fall under the cap shown in the table below?

YES  NO



### What should you include as income?

- Salary and wages of household members that are 18 or older
- Retirement income
- Unemployment, social security income (less Medicare part B premiums), and TANF
- Interest and dividends
- Child support and alimony



To qualify for LOOP, your income **must** fall below the cap set for your family size. Use the chart below to check if you meet the income eligibility for the program.

Family size	1	2	3	4	5	6	7	8
Income cap	\$101,450	\$115,950	\$130,450	\$144,900	\$156,500	\$168,100	\$179,700	\$191,300

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# Longtime Owner Occupants Program (LOOP) Application



## 3 Applicant Information

Owner Name 1  
\_\_\_\_\_  
Social Security Number 1  
\_\_\_\_\_  
Owner Name 2  
\_\_\_\_\_  
Social Security Number 2  
\_\_\_\_\_  
OPA account number  
\_\_\_\_\_  
Mailing Address (if different from property address)  
\_\_\_\_\_  
\_\_\_\_\_  
Phone number  
\_\_\_\_\_  
Email Address  
\_\_\_\_\_



You **must** provide the name and Social Security Number or ITIN for at least one of the owners of record on file with the Department of Records.



You **may** qualify for LOOP if you have an equitable ownership interest:

- Inherited an interest in the property.
- Entered into a long-term contract to purchase the property from the record owner,
- Are a victim of a fraudulent deed transfer.
- Are on record with the Department of Revenue as living in and paying taxes for this property for at least 10 years and have acquired the property from certain family members, a spouse or life partner.

## 4 Signature

The City may select, randomly or otherwise, applications to review for false or fraudulent information. In that case, you may be required to provide documents to verify the information in this application. 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.

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. If your deed changes for any reason, you must reapply. 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.

I have reviewed all the information on this form and I certify that this information is true and correct to the best of my knowledge, information and belief. I agree that if I knowingly file an application which is false in any material matter, I shall be subject to payment of taxes due, plus all applicable penalties, interest, and additions.

Applicant Signature

Date

Applicant printed name



### Mail both pages of this form to:

Philadelphia Department of Revenue  
P.O. Box 53250  
Philadelphia, PA 19105

### or return in person:

**Municipal Services Building**  
Department of Revenue  
1401 John F. Kennedy Blvd—Concourse  
Philadelphia, PA 19102

### Hope Plaza

N. 22nd & W. Somerset St.  
Philadelphia, PA 19132

### Northeast Municipal Services Center

7522 Castor Ave.  
Philadelphia, PA 19152