

The Real Estate Installment Plan is for low-income taxpayers and senior citizens who own and live in their home. If eligible, you can pay your current-year Real Estate Tax in monthly installments.

This application is for **new applicants only**. If you participated in this program last year, you are automatically enrolled this year, unless you **did not** pay your taxes in full.

You can also apply online for the Installment Plan at the Philadelphia Tax Center at: **tax-services.phila.gov**.

You do not need a username or password to apply for Real Estate Tax assistance programs online. The Tax Center website is available on mobile devices like cell phones and tablets.

If you apply on paper, you must complete pages 1-2 of this application. The Department of Revenue will contact you if we need income documents. **If you are eligible as a senior citizen, you must provide proof of age.**

The deadline to apply is **March 31, 2024**.

## 1 Program eligibility questions

### Senior Citizen Eligibility

Are you or your live-in spouse over 65 years?

YES  NO

Date of Birth (MM/DD/YY) \_\_\_\_\_

Spouse Date of Birth (if applicable) \_\_\_\_\_



If you answered **yes** to this question, please continue to the next page. The next section does not apply to you.



**You must send a photocopy of your proof of age with this application.**

### Income eligibility (not for senior citizens)

If you are not a senior citizen, your annual income **must** fall below the cap set for your family size.

First, enter your family size. Then, use the worksheet below and enter your **2022** annual household income. Finally, use the chart on your right to check if you meet the income eligibility for the program.

Family size \_\_\_\_\_

INCOME SOURCE	HOUSEHOLD INCOME
Social Security Benefits (include SSI, SSD, etc.) Do <b>not</b> include any Medicare Part B premiums	_____
Pensions and other retirement benefits Include railroad benefits, taxable portion of IRAs etc.	_____
Take home pay Include salary, wages, self-employment income etc.	_____
Interests, dividends, and capital gains prizes Do <b>not</b> subtract losses	_____
Net rental and business income Do <b>not</b> subtract losses	_____
Other income Include unemployment compensation, alimony etc.	_____
<b>TOTAL</b>	_____

Family size	Income cap
1	\$40,056
2	\$45,804
3	\$51,504
4	\$57,204
5	\$61,800
6	\$66,396
7	\$70,956
8	\$75,552

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## 2 Applicant Information

Owner Name \_\_\_\_\_

Social Security Number  
(complete nine digits) \_\_\_\_\_

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

OPA Number \_\_\_\_\_

Spouse name (if applicable) \_\_\_\_\_

Spouse Social Security Number (if applicable) \_\_\_\_\_

Number of household members \_\_\_\_\_

Phone number \_\_\_\_\_

Email Address \_\_\_\_\_



You **must** provide the name and complete Social Security Number or ITIN for the applicant.

You can find your OPA number at **property.phila.gov** or call (215) 686-6442.

## 3 Signature

The Department of Revenue will also use this application to enroll you in the Homestead Exemption program if you do not already have it. The Homestead Exemption can save you money on your property taxes.

The Department of Revenue is authorized to perform an income verification check at any time. If during your enrollment in the program the city determines you were not income eligible, you will be removed from the program. Any previous payments will be applied to your 2024 Real Estate Tax bill.

If needed, Revenue will make its best efforts to contact Installment Plan applicants and participants. This may include letters, phone calls, emails, or SMS (text) messages.

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.

Applicant Signature _____	Date _____
Mobile Number _____	Home Number _____



**Mail completed forms to:**

Philadelphia Department of Revenue  
P.O. Box 53190  
Philadelphia, PA 19105

**or return in person:**

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

**Northeast Municipal Services Center**  
7522 Castor Ave.  
Philadelphia, PA 19152

**Department of Revenue Use Only**

- Approved
- Rejected

Reason for rejection

- Incomplete/Invalid application
- Current year taxes paid in full
- Off-site mailing address
- Income
- Other
- Multiple property owner