



County of Allegheny

OFFICE OF PROPERTY ASSESSMENTS

Application for Exemption of Real Estate Taxation

An application is hereby made in accordance with Chapter 209, Section 209.04(f) of the Administrative Code of Allegheny County to have the subject property placed in the Exempt category for real estate taxation purposes for:

TAX YEAR: _____.

In order to qualify for exemption, the property must be owned on January 1st of the year in which the tax exemption is being requested.

In accordance with Chapter 207, Section 207.08 of the Administrative Code, Exemption Applications must be postmarked on or before March 31st. In the event March 31st falls on a holiday or weekend, the Exemption Application may be filed until the close of business on the next regular business day.

A determination will be made as to whether the subject property qualifies for property tax exemption in accordance with the General County Assessment Law, 72 P.S. Section 5020-204; The institutions of Pure Public Charity Act, 10 P.S. Section 371 et seq.; and relevant case law.

If the Application is being filed by a representative of the owner (attorney, trustee, officer board member, etc.) please provide proper documentation (i.e., a letter giving power of attorney) giving such authorization to file. This documentation must be attached to the Application.

FOR OFFICE USE

Date Received: ____ / ____ / _____

Assignment Number: _____

Prepare SIX (6) COPIES of this application and distribute them as described below.

(copies 1&2) The applicant must serve the original application, plus one copy, to the Office of Property Assessments at the following address:

The Office of Property Assessments
542 Forbes Avenue, Room 347
Pittsburgh, PA 15219
Attn: Legislative Acts

(Copies 3, 4 & 5) The applicant must also serve one (1) copy to each of the following entities:

- The County Law Department
- The Municipality of the property
- The School District of the property

(Copy 6) One additional copy should be retained by the applicant.

All information requested herein must be supplied. In the event that the space provided is not sufficient, please provide your answers on a separate sheet of paper. All documentation should be attached to the Application.

Please note that all additional documentation must be included with each copy of the Application.

1. Name and Address of the subject property: _____

a. Municipality: _____

b. Name of Legal Owner: _____

c. Name of Equitable Owner, if any: _____

2. Parcel ID number (or Map Lot & Block): _____

3. Notices concerning this application should be sent to the following:

Name: _____

Acting in capacity of : Owner, Representative, Counsel, Agent

Address: _____

Telephone Number: _____

Fax Number: _____

4. Is an assessment appeal pending on the subject property? **Yes** **No**
 a. If Yes, provide the filing date: ____ / ____ / ____
 b. Is the subject property in court proceedings? **Yes** **No**

5. Date of acquisition of subject property by applicant.

____ / ____ / ____
 Month Date Year

a. Set forth Deed Book Volume and Page of Deed or Instrument by which subject property was acquired.

Deed Book Volume (DBV): _____ Page: _____

b. Attach a copy of the Deed by which the subject property was acquired.

6. Has the subject Property been consolidated or subdivided recently into a new lot plan?
Yes **No**

If YES, attach the plan and note the plan book volume _____ and page _____.

7. Give the month, day and year that ACTUAL USE for the purported EXEMPT purpose began.

____ / ____ / ____
 Month Date Year

If the subject property is NOT in ACTUAL USE, give the date that it will be used for purported exempt purpose(s). _____

8. Describe in full detail below how the subject property is currently being used.

- If a partial exemption is being requested, please provide accurate square footage of the exempt portion of the building(s) and/or area.
- If the property is being renovated or constructed, provide documentation of intended use.. (Architecture bids, surveys, maps, etc.)
- If usage of the property is church parking, please reference an additional church related activities held on the parking area.

9. Is any portion of the subject property used as a place of residence? **Yes** **No**
If YES, describe this use below:

10. Is any portion of the subject property rented, leased or occupied by anyone other than the owner? **Yes** **No**

If YES, attach documentation to the application listing the names, addresses , phone numbers and contact persons for each occupant with the amount of space occupied, the amount of rent or other payment, which is made for occupancy, the use of the occupied space, and whether there is any written lease, letters, agreement or memo reciting the terms of the occupancy.

11. If applicable, attach a copy of the Charter, By-Laws, Constitution or any other documentation indicating a non-profit use of the subject property.
- a. Attach copies of all relevant financial information regarding the subject property, including but not limited to: income and expense statements, balance sheets, 990 forms, 501(c)(3) tax status designation forms or any other applicable IRS tax exempt forms(s).

12. Sketch of Property

A sketch or survey of the land should be submitted showing the outside dimensions of the land and relative position of building or structures thereon, giving the names of all roads, highways and streets on which said land abuts. If adjoining land belongs to applicant, so indicate.

- a. The applicant should also submit photos of the subject land.

13. Statement of Services of the Application:

a. The Allegheny County Department of Law was served at:

Allegheny County Department of Law
300 Fort Pitt Commons Building
445 Fort Pitt Boulevard
Pittsburgh, PA 15219

on _____, 20_____, by hand delivery or mail.

b. The name of the **municipality**, and the address where service was made is as follows:

on _____, 20_____, by hand delivery or mail.

c. The name of the **school district** and the address where service was made is as follows:

on _____, 20_____, by hand delivery or mail.

SIGNATURE AND OATH

Under penalties of perjury, I declare that I have examined this application, including all other data submitted regarding the property and the exemption from taxation thereof, and to the best of my knowledge and belief it is true, correct and complete.

Signature of Applicant / Authorized Representative

Printed Name of Applicant / Authorized Representative

_____/_____/_____
Month Date Year