

**OFFICE OF PROPERTY ASSESSMENTS
OF ALLEGHENY COUNTY, PENNSYLVANIA**

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 a 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 COPIES OF THIS APPLICATION

Applicant must serve one copy to the County Law Department, the Municipality,
and to the School District

One original and one additional copy to the Office of Property Assessments

One copy to be retained by the Applicant

RETURN TO OFFICE OF PROPERTY ASSESSMENTS
400 NORTH LEXINGTON AVENUE
PITTSBURGH PA 15208

TELEPHONE (412) 473 – 3166

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 in each copy of the Application.

1. Name and Address of subject property _____

2. Block & Lot Number _____

1(a). Municipality _____ Ward (if applicable) _____

1(b). Name of Legal Owner _____

1(c). Name of Equitable Owner, if any _____

3. Notice concerning this application to be sent to:

Name: _____

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

Address: _____

Telephone No. () _____ () _____

Fax No. () _____

4. Is an assessment appeal pending on the subject property? _____

If yes, give date filed. _____

4(a). Is the subject property in court proceedings? _____

5. Date of acquisition of subject property by applicant.

Day _____ Month _____ Year _____

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

Deed Book Vol. _____ Page _____

5(a). 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? _____ If "Yes", attach plan and recite the plan book volume and page.

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

7(a). 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 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 for intended use. (Architecture bids, surveys, maps, etc.)**
- * **If usage of the property is church parking, please reference any additional church related activities held on the parking area.**

9. Is any portion of the subject property used as a place of residence? _____

If "Yes" describe this use.

10. Is any portion of the subject property rented, leased or occupied by anyone other than the owner?_____

If "Yes", attach a sheet 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 shall be attached.

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.

11(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 form(s).

12. Sketch of Property

A sketch or survey of the land should be submitted showing the outside dimensions of the land and relative positions of buildings 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.

12(a). The applicant should also submit photos of the subject land.

13. **STATEMENT OF SERVICES OF THE APPLICATION:**

13(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.

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

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

13(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.

Date _____

Applicant/Authorized Representative