



Chester County Application for Homestead and Farmstead Exclusion

Please read the instructions before completing this application. This application must be filed with the Chester County Assessment-Homestead Office, Government Services Building, 601 Westtown Rd., Suite 395, P.O. Box 2747, West Chester, PA 19380-0990 Tel: (610) 344-4570 by March 1.

Basic Information

- Assessment Tax Parcel Number _____
- Property Location Address _____
- Municipality _____ School District _____
- Property Owner (s) _____
- Mailing Address of Applicant (if different than #2 above) _____
- Phone Number of Applicant: Daytime _____ Evening _____

Homestead Information

- Do you use this property as your primary residence? _____ Yes _____ No
- Do you claim anywhere else as your primary residence? _____ Yes _____ No
- Is your residence part of a cooperative or a condominium where some or all of the property taxes are paid jointly? _____ Yes _____ No
If you answered yes, do you pay a portion of the jointly paid taxes? _____ Yes _____ No
- Is your property used for something other than your primary residence, such as a business or rental property? _____ Yes _____ No
If so, what percentage of this property is used for business or rental property? _____%

Farmstead Information (Only applicable to buildings and structures used for commercial agricultural production)

- Does this property include at least ten contiguous (adjoining) acres of farmland? _____ Yes _____ No
- Are there buildings and structures on the property that are used primarily to:
 - Produce or store any farm product for purposes of commercial agricultural production? _____ Yes _____ No
 - House animals raised or maintained on the farm for the purpose of commercial agricultural production? _____ Yes _____ No
 - Store machinery or equipment used on the farm for the purpose of commercial agricultural production? _____ Yes _____ No

This application must be signed by an owner for whom this property is the primary residence. Any person who knowingly files an application which is false in any material matter shall be subject to payment of taxes due, plus interest, plus penalty and shall be subject to prosecution as a misdemeanor of the third degree and a fine of up to \$2,500.

I (we) hereby certify that all the above information is true and correct.

Signature(s) _____ Date _____
Signature(s) _____ Date _____

OFFICIAL USE ONLY

| | |
|------------------------|-------------------------------|
| Date Filed _____ | Homestead Value _____ |
| Reviewed by _____ | Farmstead Value _____ |
| Date Reviewed _____ | Assessment Information: _____ |
| Applicable Years _____ | Land _____ |
| Approved _____ | Improvements _____ |
| Denied _____ | TOTAL _____ |

INSTRUCTIONS: Application for Homestead & Farmstead Exclusions

The Taxpayer Relief Act, Act 1 of Special Session 1 of 2006, was signed into law by Governor Rendell on June 27, 2006, to allow school districts to reduce property taxes by lowering your property tax bill; the legal term for this is a "homestead" or "farmstead" exclusion. The Taxpayer Relief Act provides for property tax reduction allocations to be distributed by the Commonwealth to each school district. Under a homestead or farmstead property tax exclusion, the assessed value of each homestead or farmstead is reduced by the same amount before the property tax is computed.

NOTE: Please verify and/or correct any preprinted information.

1. Fill in the tax parcel number of the property for which you are seeking a homestead exclusion. You can find the parcel number and map number on your real property tax bill. If you do not have a real property tax bill, call your local tax collector or the Chester County Assessment Office at (610) 344-6105.
2. Fill in the street address of the property for which you are seeking a homestead exclusion.
3. Fill in your municipality and school district. If you are not sure what your municipality or school district are, contact your local tax collector or County Assessment Office at (610) 344-6105.
4. Fill in your name and the name of other owners of record, such as your spouse or a co-owner of the property. All recorded owners must apply for the exclusion.
5. Fill in your mailing address (P.O. Box, etc.).
6. Please list the phone number where you can be reached during the day and the evening.
7. Only a primary residence may receive the homestead exclusion. You may not claim this property as your primary residence if you claim another property as a homestead or if you or your spouse receive a homestead tax abatement or other homestead benefit from any other county or state. The Homestead Exclusion can only be claimed once, for a place of primary residence. This is the fixed place of abode where the owner intends to reside permanently, not temporarily; the place where a person makes their home, until something happens that the person adopts another home. You may be asked to provide proof that this property is your primary residence, such as your driver's license, your voter registration card, your personal income tax form or your local earned income tax form.
8. Do you have another residence which you claim as your primary residence? For instance, do you claim another state as your primary residence or another county in Pennsylvania? If you do check Yes.
9. If you live in a unit of a cooperative or a condominium where all or a portion of your real property taxes are paid jointly through a management agent or association, rather than paying your taxes separately from other units, check yes. If so, and you pay a portion of the jointly paid taxes, check yes again. You may be asked to provide a contact to confirm this information.
10. Check yes if the property for which you are seeking a homestead exclusion is used for other purposes, such as a business or rental property. If so, please indicate what percentage of the property is used as business or rental property.
11. Check yes if you believe your property qualifies for the farmstead exclusion. You may be asked to provide proof that buildings and structures are used for commercial agricultural activity, such as the net income or loss schedule from your state federal income tax forms.
12. Only buildings and structures on farms that are at least ten contiguous acres in area and used as the primary residence (domicile) of the owner are eligible for a farmstead exclusion. The buildings and structures must be used for commercial agricultural production, to store farm products produced on the farm, to house animals maintained on the farm, or to store agricultural supplies or machinery and equipment used on the farm.

CHANGE IN USE

If the use of a property approved as homestead or farmstead property changes so that the property no longer qualifies for the homestead or farmstead exclusion, then property owners must notify the assessor 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 the homestead or farmstead exclusion, then contact your assessor.

FALSE OR FRAUDULENT APPLICATIONS

The assessor may select, randomly or otherwise, applications to review for false or fraudulent information. Any person who files an application that contains false information, or who does not notify the assessor of a change in use that no longer qualifies as homestead or farmstead property will be required to:

- Pay the taxes which would have been due but for the false application, plus interest.
- Pay a penalty equal to 10% of the unpaid taxes.
- If convicted of filing a false application would be guilty of a misdemeanor of the third degree and be sentenced to pay a fine not exceeding \$2,500.

By signing and dating this form, the applicant is affirming or swearing that all information contained in the form is true and correct.

Applications must be filed by March 1. Please return to:

**CHESTER COUNTY ASSESSMENT-HOMESTEAD OFFICE
601 WESTTOWN RD., SUITE 395
P.O. BOX 2747
WEST CHESTER, PA 19380-0990**

For questions on the Homestead or Farmstead Exclusion application process, please contact the Chester County Assessment-Homestead office at **610 344-4570**, office hours: 9:00 a.m. to 4:00 p.m., Monday through Friday.