



City of Philadelphia

Office of Property Assessments
Curtis Center
601 Walnut Street
Suite 300 W
Philadelphia, PA 19106-3323

Exemption Unit:
Ph: 215-686-4327
Fx: 215-686-9223

January 21, 2015

RE:

Certification Concerning Eligibility for the Continued Exemption From Real Estate Taxes for Tax Year 2016

Dear

Pursuant to Philadelphia Code §2-305, for each parcel of real estate for which an entity seeks the continuation of an exemption from real estate taxes, it must annually file with the Office of Property Assessment a sworn statement certifying that the parcel continues to qualify for an exemption. **The deadline for the submission of the form is March 31, 2015.**

*To satisfy this new requirement and maintain an exemption from real estate taxes for tax year 2016, kindly complete and execute the enclosed form within thirty (30) days. A separate certification form must be submitted for each property for which the continuation of an exemption is sought. **Failure to return the enclosed form on or before March 31, 2015 will cause the property to lose any exemption and become fully taxable for tax year 2016 and future tax years going forward.***

In the event that any existing exemption is revoked or permitted to lapse, and where a return to exempt status is sought, a new application must be submitted and processed which may likely result in a period of time not being qualified for exemption.

You may contact our office at 215-686-4327 should you have any questions regarding this notice or the real estate tax exemption process.

The Office of Property Assessment
Exemption Unit

OFFICE OF PROPERTY ASSESSMENT

Curtis Center at 601 Walnut Street – Suite 300 West
Philadelphia, PA 19106

AUDIT Application for the Exemption of Real Estate Taxes

Please submit a separate form for each parcel to be reviewed. This applications must be received by the Office of Property Assessment within thirty (30) days form date of the Notice to Conduct an Audit.

THIS APPLICATION WILL BE CONSIDERED FOR TAX YEAR 2015

1. Location of the real estate for which exemption is sought / B R T Account Number:

/

2. This real estate is owned by:

This application is made by:

(Name, Title)

(Telephone Number)

(Firm Name,/ Suite or Room Number)

(Street Address)

Zip Code

(City, State)

3. Specify the current use of the property. If more than one use exists please indicate percent of each use. If the property is not currently in use, indicate when the proposed use(s) will commence:

4. Does any other organization, association, individual, etc., use or occupy the real estate? If you answer, "Yes", please provide details:

5. Will any rent, fees, income, revenue, etc., be derived from the use of the real estate? If you answer ,
"Yes", please provide details.

please see the reverse side for additional instructions

GENERAL INSTRUCTIONS FOR FILING EXEMPTION APPLICATION

You may contact the Board's Exemption Section at (215) 686-9282 should you have any questions regarding the Application or the Exemption process.

BOARD REQUIREMENTS:

1. a separate application must be submitted for each real estate parcel being considered for eligibility for real estate tax exemption by the Office of Property Assessment,
2. use only that address which has been assigned by the Board to identify the real estate parcel,
3. the application must be **received in the office** of the Office of Property Assessment no later than December 31, in order to be considered for eligibility for exemption for the following tax year,
4. the following materials must be submitted with the application:
 - a. copy of the organization's Articles of Incorporation,
 - b. copy of the organization's IRS letter of determination for 501-c (3) recognition,
 - c. copy of the organization's Charter and By-Laws, including all amendments,
 - d. copy of the organization's most recent Income and Expense Statement,
 - e. copy of the organization's current Statement of Assets and Liabilities,
 - f. copy of the organization's most recently filed IRS form 990,
 - g. a statement of all fund raising activities conducted by the organization,
 - h. a copy of lease(s) entered into by the organization for space at the subject property,
 - i. a copy of recorded deed for the subject property.

Failure to comply with these requirements will slow the processing of this application.

AFFIDAVIT OF APPLICANT

I declare that the information submitted in support of this application for the exemption of real estate is true and correct to the best of my knowledge information and belief. I further understand that false information submitted herein is subject to the penalties of the Act of December 6, 1971, P. L. 1482, No. 334, as amended, 18 PA. C. S. A. 4904 relating to unsworn falsification to authorities.

Name / Signature of Applicant

Date of Signing

BOARD USE

BRT Account Number

Ward

Application #

Record #

Board Action on this **AUDIT**: _____ Grant Full Exemption: _____ Grant Partial Exemption _____ %

_____ Hold Public Hearing _____ with , _____ without Court Stenographer

_____ This application is Denied. Action Date: _____

Public Hearing Information: Hearing to be held on: _____

Hearing Notice mailed on: _____ Board Decision at hearing: _____

Board Hearing Decision Notice mailed on: _____

CCP Court Term & Number: _____ Closed out on : _____