

**APPLICATION FOR HOMESTEAD AND FARMSTEAD EXCLUSIONS POTTER COUNTY**

Please read instructions on reverse side before completing application. Applications must be filed with the County Assessors Office by March 1st. The County Assessors Office phone is: **814 274-0517**

**Basic Information**

Mail Applications to:

- 1. Property Owner(s) \_\_\_\_\_
- 2. Property Address \_\_\_\_\_
- 3. Municipality \_\_\_\_\_
- 4. School District     18360     KEYSTONE CENTRAL S.D.
- 5. Mailing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_
- 6. Phone Number of Applicant..... Daytime \_\_\_\_\_ Evening \_\_\_\_\_

**POTTER COUNTY ASSESSMENT  
1 NORTH MAIN STREET  
SUITE 111  
COUDERSPORT PA 16915-1690**

**Homestead Information**

- 7. Do you use this property as your primary residence?.....  Yes  No
- 8. Do you claim anywhere else as your primary residence?.....  Yes  No
- 9. Is your residence part of a cooperative where some or all of the property taxes are paid jointly?.....  Yes  No
- 10. If you answered yes to question 9, what is your proportionate share of ownership?.....  %
- 11. Is your property used for something other than your primary residence, such as a business or rental property?  Yes  No
- 12. If you answered yes to question 11, what percentage of the property is used solely as your residence?.....  %
- 13. Your control number is:

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

- 14. Does this property include at least ten contiguous acres of farm land?.....  Yes  No
- 15. Are there buildings and structures on the property that are used primarily to:
  - A. Produce or store any farm product for purposes of commercial agricultural production?  Yes  No
  - B. House animals raised or maintained on the farm for the purpose of commercial agricultural production?  Yes  No
  - C. Store machinery or equipment used on the farm for the purpose of commercial agricultural production?  Yes  No
- 16. If you answered yes to questions 15 a,b, or c, do any farm buildings or structures already receive a property tax abatement under any other law? .....  Yes  No

**For the Farmstead Application, "Schedule F" from your most recent state tax return is required as proof of commercial production**

**Change in Use**

If your property is approved as homestead or farmstead property and the use changes so that the property no longer qualifies for the homestead or farmstead exclusion, 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, you should contact the 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 which 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 unpaid taxes.
- \* If convicted of filing a false application, be guilty of a misdemeanor of the third degree and be sentenced to pay a fine not exceeding \$2,500.00.

This application must be signed by an owner for whom this property is his or her primary residence. If the property has more than one owner, signatures of additional owners are not required. By signing this application, the applicant is affirming or swearing that all information contained in the application is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Filed	____/____/____	<b>OFFICIAL USE ONLY</b>	Homestead Value	_____
Date Reviewed	____/____/____	Land Value	Farmstead Value	_____
Reviewed By	_____	Imprv Value	Approved	<input type="checkbox"/>
Applicable Years	_____	Total Value	Denied	<input type="checkbox"/>
		Land Use		
			16:11:47	12/03/2009

**You must file this form in order to receive PROPERTY TAX RELIEF under ACT 1 of 2006, the Pennsylvania Tax Payer Relief Act**

Dear Property Owner:

The Taxpayer Relief Act, Act 1 of Special Session 1 of 2006, was signed into law by Governor Rendell on June 27, 2006. The Taxpayer Relief Act provides for property tax reduction allocations to be distributed by the Commonwealth to each school district. Property tax reduction will be through a "homestead or farmstead exclusion."

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. Homeowners are not guaranteed a homestead or farmstead exclusion unless and until an additional income tax for purposes of granting a homestead or farmstead exclusion is approved by voter referendum or sufficient funds have been collected to permit property tax reduction allocations to be made by the Commonwealth. Initial property tax reductions funded by allocations from the Commonwealth took effect July 1, 2008.

To receive school property tax relief for tax years beginning July 1 or January 1, an application for homestead or farmstead exclusions must be filed by March 1. If you initially applied for a homestead and/or farmstead exclusion in 2006, you must reapply this year.

Enclosed is the application and instructions for its completion. The deadline to submit applications for property tax relief is March 1, 2010. Send your completed application to: POTTER COUNTY ASSESSMENT OFFICE  
COURTHOUSE ROOM 10  
1 EAST SECOND STREET  
COUDERSPORT, PA. 16915

You will receive notification regarding your approval/denial from the county assessor within 30 days after the receipt of your application. If for any reason your application is denied, you will be given an opportunity to appeal the county's determination.

If you have any questions please contact Kathleen Stacy at 570-893-4912.

Sincerely,  
Kathleen A. Stacy  
Tax Officer

**The deadline to submit applications for property tax relief is March 1, 2010**

## **INSTRUCTIONS... PROPERTY TAX RELIEF... APPLICATION FOR HOMESTEAD AND 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. The Law provides for property tax reduction allocations to be distributed by the Commonwealth to each school district, and the state funds must then be used to reduce local residential school property tax bills. Property tax reduction will be through a "homestead or farmstead exclusion". Under a homestead or farmstead property tax exclusion, the assessed value of each homestead or farmstead is reduced by the amount of the exclusion before the property tax is computed.

**To receive school property tax relief for tax years beginning July 1, 2010 or January 1, 2011, this form must be filed by March 1, 2010. Your school district is required to notify you by December 31st of each year if your property is not approved for the homestead or farmstead exclusion or if your approval is due to expire.**

1. Review your name and name of other owners of record, such as your spouse or a co-owner of the property. If this is incorrect, fill in the correct name under "Name / Address Correction". The application must be signed by an owner for whom the property is his or her primary residence. If the property has more than one owner, signatures of additional owners are not required.
2. Review the address of the property for which you are seeking a Homestead Exclusion. If this is incorrect, fill in the correct address under "Name / Address Correction".
3. Review your municipality. If you are not sure what your municipality is, contact your local tax collector or county assessment office at: 814 274-0517
4. Review your school district. If you are not sure what your school district is, contact your local tax collector or county assessment office at: 814 274-0517
5. Review your mailing address. If this is incorrect, fill in the correct address under "Name / Address Correction".
6. Please list phone numbers where you can be reached during the day, and the evening, if you are unavailable during the day.
7. Only a primary residence of an owner of the property may receive the homestead exclusion. This is where you intend to reside permanently until you move to another home. You may be asked to provide proof that this property is your primary residence, such as your drivers 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? The Homestead Exclusion can only be claimed once for a place of primary residence. You may not claim this property as your primary residence if you claim another property as a primary residence or if you receive a homestead tax abatement or other homestead benefit from any other county or state.
9. If you live in a unit of a cooperative and you pay all or a portion of your real property taxes jointly through a management agent or association, rather than paying your taxes separately from other units, check yes.
10. If you answered yes to question 9, please indicate your proportionate share of ownership. You may be asked to provide a contact to confirm this information.
11. 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. For example, do you claim part of your home as a home office or deduct expenses for the business use of your home on your state or federal tax?
12. If you answered yes to question 11, indicate what percentage of the property is used as your private residence.
13. Review the control number of the property for which you are seeking a homestead exclusion. You can also find the parcel number on your real property tax bill. If this is incorrect, call your local tax collector or county assessment office at: 814 274-0517
14. Only buildings and structures on farms which are at least ten contiguous acres in area and used as the primary residence of the owner are eligible for a farmstead exclusion. Land is not eligible for the farmstead exclusion. If your property includes at least ten contiguous acres of farm land, check yes.
15. Check yes if the buildings or structures are used primarily to:
  - A. Produce or store farm products produced on the farm for the purpose of commercial agricultural production.
  - B. House animals raised or maintained on the farm for the purpose of commercial agricultural production.
  - C. Store agricultural supplies or machinery and equipment used on the farm in commercial agricultural production.
16. Check yes if any farm buildings or structures receive an abatement of property tax under any other law.