

Borough of Homestead

PLANNING COMMISSION
MUNICIPAL BUILDING

221 EAST 7TH AVENUE
HOMESTEAD, PA 15120-1511
(412) 461-1340

CODE@HOMESTEADBOROUGH.COM

Temporary Tax Exemption / Tax Abatement Application Checklist

Please check the boxes below to indicate that you are including the following items which need to be included for a complete Application.

- Check or money order payable to the Borough of Homestead for the Application Fee of \$150
- Completed written application form
- Copy of deed
Note: You may be able to get a copy of the deed from the Allegheny County Recorder of Deeds Office (412) 355-4300. There may be a fee for this service.
- Evidence of financial capacity to complete planned improvements *Note: This can include copies of funding commitment letters and / or other proof of financial capacity such as a personal financial statement, bank statement, or tax return.*
- Title report issued in the last 60 days
Note: You may contact a real estate attorney or real estate settlement company to have a title report prepared.
- Documentation of assessed value
Note: Acceptable documentation includes a copy of a notice from the Allegheny County Office of Property Assessment
- Copy of building permit(s) if required, and a description of work to be completed.
- Affidavit of Non-Displacement
Note: Format of this affidavit is included in the application packet
- Affidavit of Non-Collusion
Note: Format of this affidavit is included in the application packet
- Tax Certification from Keystone Collections Group, Jordan Tax Service, Legal Tax Services, Allegheny County, and steel Valley School District
Note: You must contact these entities. There is a fee for this service.

Applicant Name: _____

Property Address: _____

Date: _____

Borough of Homestead
Planning Commission
Municipal Building
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**TEMPORARY TAX EXEMPTION
TAX ABATEMENT APPLICATION**

Instructions

Overview

This Application is for any person, organization, corporation, limited liability company, partnership or association seeking a temporary tax exemption, also referred to as a tax abatement, for improvements / construction to real property in the Borough of Homestead. No more than five applications can be submitted in any calendar year.

Review Process

Applications for temporary tax exemption must be submitted within sixty (60) days of the issuance of a building permit or within 60 days of start of work if no permit required. The Borough Manager or his/her designee shall submit this Application to the Homestead Planning Commission who will either approve or reject this Application. The Applicant will be notified of the Committee's decision.

After completion of the improvements the Allegheny County Office of Property Assessment will reassess the property. The temporary tax exemption begins in the year after the improvements are completed.

Continuing Eligibility Requirements

The granting of a temporary tax exemption will be automatically revoked in the event of any one of the following: (1) Failure to pay any property tax due on any property within Allegheny County, in full, within sixty days of becoming due, or (2) Failure to abate a building or housing code violation on any property within the Allegheny County as provided for in the notice of violation, or (3) Willfully or negligently failing to provide accurate information herein.

Additional Information and Assistance

Additional information on the Temporary Tax Exemption Program is available by contacting the Zoning Officer's office at (412) 461-1340, ext. 104 or code@homesteadborough.com.

Applicant Information

General Information

Property Address: _____

Parcel #: _____

Name of Applicant: _____

Mailing Address: _____

Daytime Phone: _____

Evening Phone: _____

Email Address: _____

Is Applicant current on all real estate taxes for properties owned in Allegheny County?

Yes No Not Applicable

Does Applicant have any open building code violations for properties owned in Allegheny County?

Yes No Not Applicable

Additional Property* _____

* Note: List all other real property in Allegheny County owned by the applicant or in which the applicant has any shared ownership interest. Include addresses and parcel #s. Attach an additional sheet if necessary.

Building and Improvement Information

Building Permit # (if required for improvements) and Date of Issuance _____

Project Type: Residential Commercial Mixed-Use

Construction Start Date: _____

Estimated Total Construction Costs: _____

Brief Description of the Planned Improvements: _____

Attach additional pages if necessary

Summarize the Plan for Financing. Please include amounts and whether or not the financing source has been approved. Attach funding commitment letters and / or other proof of financial capacity such as a personal financial statement, bank statement, or tax return.

Current assessed value: _____

Date of last assessment: _____

Title and Equitable Owner Information

Name of Owner as it Appears on the Deed: _____

Current condition of the property: _____

Has the building been uninhabited or condemned for a period of three or more years ?

Yes No

Is There a Mortgage on the Property?

Origination Date: _____

Principal Amount: _____

Interest Rate: _____

Term: _____

Title and Equitable Owner Information Continued

Are there any unpaid tax, water, utility bills, municipal service fees and/or other liens against the property or any other properties that the Applicant has an interest in that are located in Allegheny County?

If yes, please describe: _____

Attachments

Please attach the following items to this application:

- 1) Application Fee of \$150 payable by check or money order to Borough of Homestead. Application Fee is non-refundable.
- 2) Copy of deed
- 3) Evidence of financial capacity to complete the planned improvements
- 4) Title report issued in the last sixty days
- 5) Documentation of assessed value
- 6) Copy of the Building Permit
- 7) Affidavit of Non-Displacement
- 8) Affidavit of Non-Collusion
- 9) Tax Certification from local tax collector

Affirmation

IT IS A MISDEMEANOR UNDER THE ACT OF DECEMBER 6, 1972, 18 PA C.S.A. §4984 TO MAKE A FALSE STATEMENT WITH INTENT TO MISLEAD PUBLIC OFFICIALS.

I hereby certify that the statements made in this Application are true and correct to the best of my knowledge, information and belief. I understand that these statements will be relied upon and that false statements are grounds for revocation of the approval of this Application.

Date: _____ Signature of Applicant: _____

Receipt

Please make sure to get this receipt signed and retain it for your records. It will serve as proof that your application was submitted.

Property Address: _____

Name of Applicant: _____

To be Completed by Borough

Date Received: _____

Signed: _____

Affidavit of Non-Displacement

I / we, _____ (Full Name of APPLICANT Making Sworn Statement) of _____ (Address of APPLICANT Making Sworn Statement), being of legal age (hereinafter APPLICANT) are planning to make improvements to property located at _____ (hereinafter PROPERTY), understanding the obligation to tell the truth in applying for temporary tax exemption and understanding that there may be legal and financial penalties for knowingly making false statements or negligently omitting important facts, I / we and do hereby depose and say under oath as follows:

1. We make this Affidavit for no improper purpose.
2. We own or have a valid agreement to purchase the PROPERTY
3. We affirm that no residents or businesses were or will be permanently displaced as a result of the planned improvements

Witness our hand under the penalties of perjury _____
(Date of Statement)

Signature of First Deponent

Signature of Second Deponent

Commonwealth of Pennsylvania
COUNTY OF Allegheny

On _____ before me, _____,
Personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the persons whose name are subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacity, and that by their signature on the instrument the person executed the instrument.

WITNESS my hand and official seal

Signature

**Affidavit
Of
Non-collusion**

We,

_____ (Full Name of APPLICANT Making Sworn Statement) of _____ (Address of APPLICANT Making Sworn Statement), being of legal age (hereinafter APPLICANT),

And

_____ (Full Name of OWNER of property(ies) Making Sworn Statement) of _____ (Address of Owner Making Sworn Statement) being of legal age (hereinafter OWNER),

Understand the obligation to tell the truth in applying for tax compromise and understand there may be legal and financial penalties for knowingly making false statements or negligently omitting important facts and do hereby depose and say under oath as follows:

1. We make this affidavit for no improper purpose.
2. We have a written, executed agreement for the sale of real estate in the Borough of Homestead.
3. The aforementioned Agreement was made at arms-length and includes a bonafide purchase price for the property(ies).
4. APPLICANT and OWNER are not related through business, investment or family.
5. APPLICANT and OWNER do not share any financial interests as follows:

A. Financial Interest: APPLICANT and OWNER share a financial interest if have, directly or indirectly, through business, investment, or family:

(i) An ownership or investment interest in any entity with which they have a transaction or arrangement,,

(ii) A compensation arrangement with one another above and beyond the purchase of the property(ies) to be tax compromised or with any entity or individual with which the APPLICANT or OWNER has a transaction or arrangement, or

(iii) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which either APPLICANT or OWNER is negotiating a transaction or arrangement. For purposes of this Affidavit, "compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

6. The aforementioned Agreement for the sale and purchase of property(ies) was not entered into solely for the purpose of obtaining the compromise of taxes.

Witness our hand under the penalties of perjury _____
(Date of Statement)

Signature Of First Deponent

Signature Of Second Deponent

Commonwealth of Pennsylvania
COUNTY OF Allegheny

On _____ before me, _____ :
Personally, appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the persons whose name are subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacity, and that by their signature on the instrument the person executed the instrument.

WITNESS my hand and official seal.

Signature