



# Chester County Application for Homestead and Farmstead Exclusion

Please read instructions before completing this application. This application must be filed with the Chester County Assessment-Homestead Office, 313 W. Market St., Suite 4202, P.O. Box 2748, West Chester, PA 19380-0991 Tel: (610) 344-6105 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? <sup>1</sup>? \_\_\_\_\_ %

## 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 agriculture 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

***By signing this application I am asserting that I am the owner of the property listed above. I certify that all the above information is correct. Any person who knowingly files an application which is false in any material manner 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 up to \$2,500 and/or up to one year incarceration. 18 Pa.C.S. § 4903 (2012).***

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**  
**313 W. Market St, Suite 4202**  
**P.O. Box 2748**  
**West Chester, PA 19380-0991**

For questions on the Homestead or Farmstead Exclusion application process, please contact the Chester County Assessment-Homestead office at **610 344-6105**, office hours: 9:00 a.m. to 4:00 p.m., Monday through Friday.