

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

Please read the instructions before completing this application. This application must be filed with the Adams County Assessor's Office by March 1<sup>st</sup>. The Adams County Assessor's Office phone number and mailing address are: (717) 337-9837; Adams County Assessment Office, Courthouse Room 202, 117 Baltimore Street, Gettysburg, PA 17325.

**Basic Information**

Property Owner(s) Name and Mailing Address

Parcel Number

Municipality

School District

Property Address

Phone Number

Day:

Evening:

**Homestead Information**

1. Do you use this property as your primary residence? \_\_\_\_ Yes \_\_\_\_ No
2. Do you claim anywhere else as your primary residence? \_\_\_\_ Yes \_\_\_\_ No
3. Is your residence part of a cooperative where some or all of the property taxes are paid jointly? \_\_\_\_ Yes \_\_\_\_ No
4. If so, what is your proportionate share of ownership? \_\_\_\_ %
5. Is your property used for something other than your primary residence, such as a business or rental property? \_\_\_\_ Yes \_\_\_\_ No
6. If so, what percentage of the property is used for business or rental property? \_\_\_\_ %

**Farmstead Information**

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

7. Does this property include at least ten contiguous acres of farm land? \_\_\_\_ Yes \_\_\_\_ No
8. 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
9. If you answered yes to questions 8 a, b, or c, do any farm buildings or structures already receive property tax abatement under any other law? \_\_\_\_ Yes \_\_\_\_ No

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

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

*This application must be signed by owners for whom this property is the primary residence. Any person who knowingly files an application which is false to 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.*

**OFFICIAL USE ONLY**

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

**You must file this form in order to be eligible to receive PROPERTY TAX RELIEF under the PA Taxpayer Relief Act of 2006.**

PLEASE FOLD THIS FORM SO THAT THE ADAMS COUNTY ASSESSOR'S OFFICE ADDRESS ON THE REVERSE SIDE IS VISIBLE, TAPE IT SHUT ON THE LONG SIDE, PLACE A FIRST CLASS STAMP IN THE APPROPRIATE AREA AND MAIL THIS FORM UPON COMPLETION.

(Fold Here) First

PLACE  
STAMP  
HERE

Adams County Assessment Office  
Courthouse Room 202  
117 Baltimore Street  
Gettysburg, PA 17325

(Fold Here)

Place  
Tape  
Here

Place  
Tape  
Here

**ADAMS COUNTY SCHOOL DISTRICTS  
HOMESTEAD TAX EXCLUSION APPLICATION INFORMATION**

Dear Property Owner:

The Pennsylvania Taxpayer Relief Act 1 was signed into law on June 27, 2006. This Act may provide property tax relief to resident homeowners; however, property tax relief may not be immediate.

The possible tax reduction will come to you in the form of a reduced assessment noted on your School District property tax bill; however, the reduction will not be automatic. You must qualify for the reduction by filing a homestead exclusion application with the county assessment office, and your application must be approved. An application should be completed for each parcel that you feel is a homestead or farmstead property.

Enclosed are the application and instructions for its completion. To provide you with assistance, we have partially completed the basic information area of the form with information provided by the County. If you have any questions regarding the application please contact the Adams County Assessor's Office at 717-337-9837. The annual deadline to submit applications for property tax relief is **March 1**. Please send your completed application directly to the:

Adams County Assessment Office  
Courthouse Room 202  
117 Baltimore Street  
Gettysburg, PA 17325

You should 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 previously been approved for an Act 72 or Act 1 homestead exclusion, you do not need to re-apply for the Act 1 homestead exclusion. If your use of a previously approved property has changed, for example residential to rental, you should notify the assessment office in writing.

The School Districts are required by the Act to send an annual notice to all residential property owners without an approved homestead or farmstead exclusion. If you have previously been denied for an Act 72 or Act 1 homestead exclusion and your use of the previously denied property has not changed you may, but you do not need to, re-apply for the Act 1 homestead exclusion.

Please watch for further notification from the School Districts regarding the Act 1 process and how it may impact your property taxes. In order to contain costs and provide consistency, the School Districts in Adams County have joined together to provide this information to all property owners.

Yours in Education,

<b>Bermudian Springs SD</b> 7335 Carlisle Pike York Springs, PA 17372 717-528-4113	<b>Conewago Valley SD</b> 130 Berlin Rd. New Oxford, PA 17350 717-624-2157	<b>Fairfield Area SD</b> 4840 Fairfield Rd. Fairfield, PA 17320 717-642-8228
<b>Gettysburg Area SD</b> 900 Biglerville Rd. Gettysburg, PA 17325 717-334-6254	<b>Littlestown Area SD</b> 162 Newark St. Littlestown, PA 17340 717-359-4146	<b>Upper Adams SD</b> P.O. Box 847 Biglerville, PA 17307 717-677-7191

**Adams County**  
**Application Instructions for Homestead & Farmstead Exclusions**

**The PA Taxpayer Relief Act, Special Session Act 1 of 2006, was signed into law by Governor Rendell on June 27, 2006, to allow school districts to reduce property taxes through homestead and farmstead exclusions.** Property tax relief may be funded by a combination of state revenue from gaming and dedicated local income taxes. Under a homestead or a farmstead property tax exclusion, the assessed value of each homestead or farmstead is reduced by the same amount before the property tax is computed.

**BASIC INFORMATION**

- 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.
- Fill in your mailing address used for the property for which you are seeking a homestead exclusion.
- If known, fill in the parcel number of the property for which you are seeking a homestead exclusion. You can find the parcel number on your real property tax bill. If you do not have a real property tax bill, call the Adams County Assessment Office (717-337-9837).
- Fill in your municipality. If you are not sure what your municipality is, contact the Adams County Assessment Office (717-337-9837).
- Fill in your school district. If you are not sure what your school district is, contact the Adams County Assessment Office (717-337-9837).
- Fill in the address of the property for which you are seeking an exclusion.
- List phone numbers where you can be reached during the day, and the evening, if you are unavailable during the day.
- Please make corrections to any of the information that may have been partially completed for you.

**HOMESTEAD INFORMATION**

1. Only a primary residence may receive the homestead exclusion. This is the fixed place of abode where the owner intends to reside permanently until the person moves to 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.
2. 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 homestead or if you receive a homestead tax abatement or other homestead benefit from any other county or state.
3. 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.
4. If you answered yes to question 3, provide the percentage of overall tax you pay. You may be asked to provide a contact to confirm this information.
5. 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?
6. If you answered yes to question 5, indicate what percentage of the property is used for business or rental.

**FARMSTEAD INFORMATION**

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

*Only complete this section (questions 7, 8 a, b, and c, and 9) if you are applying for a farmstead exclusion. If you answer yes to questions 8 a, b and c, you may be asked to provide proof that the buildings and structures are used for commercial agricultural activity, such as the net income or loss schedule from your state or federal income tax forms.*

7. 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.
8. 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.
9. Check yes if any farm buildings or structures receive an abatement of property tax under any other law.

**Change in Use**

When 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, property owners must notify the assessor in writing 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 Adams County Assessment Office (717-337-9837).

**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 which 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.
- Be required to pay a penalty equal to 10% of the 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.

This application must be signed by owners 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 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 before March 1<sup>st</sup>. Please return to:**

**Adams County Assessment Office  
Courthouse Room 202  
117 Baltimore Street  
Gettysburg, PA 17325**

For Questions on the Homestead or Farmstead Exclusion, please contact the Adams County Assessment office at (717) 337-9837, office hours 8:00AM to 4:30PM, Monday through Friday.