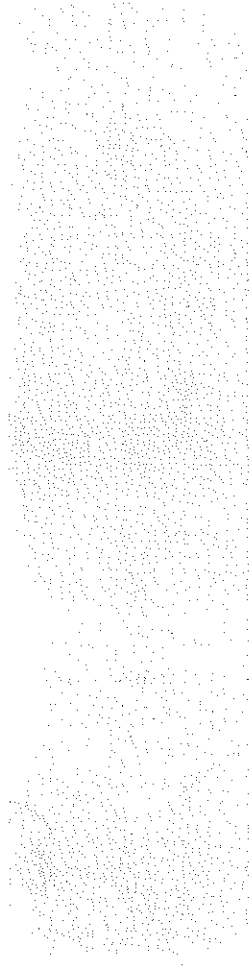


Lebanon County Assessment Office  
400 South 8th Street, Rm. 118  
Lebanon, PA 17042

Temp-Return Service Requested

**IMPORTANT**  
**Homestead/Farmstead  
Application Enclosed**



From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



PLACE  
STAMP  
HERE

**ACT 1**

LEBANON COUNTY ASSESSMENT OFFICE  
400 S 8TH STREET  
LEBANON PA 17042-6794

LEBC208



Dear Property Owner:

**IMPORTANT HOMEOWNER NOTICE**

**Taxpayer Relief Act, Act 1 of Special Session 1 of 2006**

*It is very important that you complete and return the enclosed application to the Lebanon County Assessment Office as soon as possible.*

*You will not receive the benefit of possible tax reduction unless you submit this application prior to March 1, 2011.*

***What Must I do to be Eligible for this Tax Reduction?***

Complete and return the enclosed application as soon as possible, but no later than March 1, 2011, to:

Lebanon County Assessment Office  
Municipal Building  
400 South 8<sup>th</sup> Street, Room 118  
Lebanon, PA 17042

***Where Can I get Answers to Questions About this Application?***

If you have received this application, and feel that the property noted has already been approved, or have any other questions, contact your Assessment Office at the address noted above or call (717) 274-2801 ext. 2250.

You will receive notification regarding your approval or denial from the County Assessment Office. If denied, you will be given an opportunity to appeal this decision.

Thank you for your cooperation and continued support of the School District.

**\*Application on back of this letter.**

**PROPERTY TAX RELIEF  
LEBANON COUNTY APPLICATION  
FOR HOMESTEAD and FARMSTEAD EXCLUSIONS**

Please return original application, no photocopies. Please read the instructions before completing this application This application must be filed with the Lebanon County Assessment Office by March 1, 2011. Lebanon County Assessment Office Phone: (717) 274-2801 ext. 2250. Mail to: Lebanon County Assessment Office, 400 S. 8th St., Lebanon, PA 17042-6794

**BASIC INFORMATION**

1. Property Owner(s) \_\_\_\_\_
2. Property Address \_\_\_\_\_
3. Municipality \_\_\_\_\_ 4. School District \_\_\_\_\_
5. Mailing Address of Property Owner (if different than property address) \_\_\_\_\_
6. Phone Number of Property Owner: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

**HOMESTEAD INFORMATION**

7. Do you use this property as your primary residence? (7)  Yes  No
8. Do you claim anywhere else as your primary residence? (8)  Yes  No
9. Is your residence part of a cooperative or a condominium where some or all of the property taxes are paid jointly? (9)  Yes  No  
If so, what is your proportionate share of ownership? \_\_\_\_\_%
10. Is your property used for something other than primary residence, such as a business or rental property? (10)  Yes  No  
If so, what percentage of this property is used for business or rental property? \_\_\_\_\_%
11. Please write your parcel number located on other side of this application in the upper right corner. \_\_\_\_\_

**FARMSTEAD INFORMATION**  
*(This section only needs to be completed if you are also applying for a farmstead exclusion.)*

12. Does this property include at least ten contiguous acres of farm land? (12)  Yes  No
13. 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? (13 a)  Yes  No
  - b. House animals raised or maintained on the farm for the purpose of commercial agricultural production? (13 b)  Yes  No
  - c. Store machinery or equipment used on the farm for the purpose of commercial agricultural production? (13 c)  Yes  No
14. If you answered yes to questions 13 a, b, or c, do any farm buildings or structures receive an abatement of property tax under any other law? (14)  Yes  No

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

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

Any person who knowingly files an application which is false as 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 Do not write below this line**

|                        |                               |
|------------------------|-------------------------------|
| 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 receive  
PROPERTY TAX RELIEF  
under the Homeowner Tax Relief Act of 2004**

**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. 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.

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, 2011, or January 1, 2012 this form must be filed by March 1, 2011. Your school district is required to notify you by December 31 of each year if your property is not approved for the homestead or farmstead exclusion or if your approval is due to expire.

**BASIC INFORMATION**

\*Application is on side 2 of cover letter

\*Please return original application, no photocopies.

1. 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.
2. Fill in the address of the property for which you are seeking an exclusion.
3. Fill in your municipality, this information is provided on the front of the cover letter in the upper right corner. If you are not sure what your municipality is, contact your local tax collector or the Lebanon County Assessment Office at (717) 274-2801 ext. 2250.
4. Fill in your school district, this information is provided on the front of the cover letter in the upper right corner. If you are not sure what your school district is, contact your local tax collector or the Lebanon County Assessment Office at (717) 274-2801 ext. 2250.
5. If your mailing address differs from the address of the property for which you are seeking a homestead exclusion, fill in your mailing address.
6. List phone numbers where you can be reached during the day, and the evening, if you are unavailable during the day.

**HOMESTEAD INFORMATION**

7. 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.
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 homestead or if you or your spouse 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 or a condominium 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.

If you answered yes, please indicate your proportion or share of ownership. For example, do you claim part of your home as a home office or deduct expenses for business use of your home on your state or federal tax? 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 you answered yes, indicate what percentage of the property is used as your business or rental property.

11. Fill in the parcel number of the property for which you are seeking a homestead exclusion. This information is provided on the front of the cover letter in the upper right corner or your real property tax bill. If you do not have a real property tax bill, call your local tax collector or the Lebanon County Assessment Office at (717) 274-2801 ext. 2250.

## **FARMSTEAD INFORMATION**

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

*Only complete this section (questions 12, 13 a, b and c, and 14) if you are applying for a farmstead exclusion. If you answer yes to questions 13 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.*

12. 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 a farmstead exclusion. If your property includes at least ten contiguous acres of farm land, check yes.

13. 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.

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

### **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, you 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 homestead or farmstead exclusion, you should contact the assessor.

### **False or Fraudulent Applications**

The Lebanon County Assessment Office 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 Lebanon County Assessment Office 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 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 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 1st of each year. Please return to:

Lebanon County Assessment Office  
400 South 8th Street, Rm. 118  
Lebanon, PA 17042

For Questions on the Homestead or Farmstead Exclusion, please contact your local tax collector or the Lebanon County Assessment Office at (717) 274-2801 ext. 2250, office hours are 8:30 am to 4:30 pm, Monday through Friday.