Borough of Wilkinsburg

BOROUGH MANAGER
MUNICIPAL BUILDING
605 ROSS AVENUE
WILKINSBURG, PA 15221-2145
PHONE: (412) 244-2900
WILKINSBURG, PA 15221-2145

Tax Base Expansion
Application For
Temporary Tax Exemption

(Attach additional sheets to this Application if you need more space to answer fully. Put the property(ies) address(es) on the top of each sheet and identify each answer by Section number and Sub-section letter. If you have any questions call or email the Wilkinsburg Borough Manager at (412) 244-2900 or WilkinsburgManager@choiceonemail.com)

INSTRUCTIONS

Application for Tax Exemption Requirements. This Application is for any person, organization, corporation, limited liability company, partnership or association seeking a tax exemption for improvements/construction to real property in the Borough of Wilkinsburg.

Any person, organization, corporation, limited liability company, partnership or association desiring tax exemption shall notify the Borough Manager or his/her designee in writing via this form provided by the Borough Manager or his/her designee to be submitted at the time the applicant secures a building permit for the improvement/construction, or, if no building permit is required then, thirty (30) days prior to the commencement of the improvement/construction.

Applications for temporary tax exemption not submitted to the Borough Manager or his/her designee thirty (30) days prior to the issuance of a building permit (or, where no permits are required, thirty (30) days prior to the commencement of the improvement/construction) will not be eligible for tax exemption hereunder. The Borough Manager or his/her designee shall submit this Application to the Joint Committee who will either approve or reject this Application. The granting of exemption will be automatically revoked in the event of one of the following: (1) Failure to pay any property tax due on any property within the Borough of Wilkinsburg, in full, within 60 days of becoming due, or (2) Failure to abate a building or housing code violation on any property within the Borough of Wilkinsburg as provided for in the notice of violation, or (3) Willfully or negligently failing to provide accurate information herein.

The application for exemption must set forth the following information:

A. The identity of the unimproved property that is to be improved by reference to the adjoining street, road or highway and the block and lot or tax parcel identification number of the property as designated by the Real Estate Division of Allegheny County;

B. A title report issued within 60 days of application with the identity of the current owner of record, or person or entity having an equitable interest in the property, and any person or entity having any financial interest in either the property or the planned improvement/construction;

C. The date the building permit was issued for the planned improvement(s)/construction or, where no permit is required, the date improvements/construction commenced or will commence;

D. A summary of the plan of improvement/construction and financing of the property;

E. An estimate of the cost of the planned improvement/construction; and

F. The date of the last assessment and documentation of the last assessed value.

G. Such other and additional information as may be required to determine eligibility for the exemption by the Borough Manager or his/her designee or the Joint Committee on Administrative Process to Reclaim Vacant Properties.

Processing of Application for Temporary Tax Exemption. If the application meets the requirements of all applicable laws and upon approval of the application by the Joint Committee on Administrative Process to Reclaim Vacant Properties, a copy of the application shall be forwarded to the Office of Property Assessment of Allegheny County and the applicant shall be notified of such action. Upon completion of the improvement/construction, the applicant must promptly notify the Office of Property Assessment of Allegheny County so that an inspection of the improvement/construction may be made. When the Office of Property Assessment has completed its inspection, such agency shall assess separately the improvement and the land, shall calculate the amounts of the assessment eligible for tax exemption in accordance with the limits of all applicable laws and shall notify the applicant and the Borough Manager or his/her designee of the same. Abatement shall begin in the tax year following the completion of the improvement/construction.

REQUIRED INFORMATION

Applicant to Provide the Information in this Application:
(Attach additional sheets to this Application if you need more space to answer fully. Put the property(ies) address(es) on each sheet and identify each answer by Section number and Sub-section letter. If you have any questions call or email the Wilkinsburg Borough Manager at (412) 244-2900 or WilkinsburgManager@choiceonemail.com)

Enclosures:

_____ **Documentation of last assessed value**

_____ **Title report issued in the past 60 days or less**

_____ **Copy of Deed**

_____ **Additional sheets to this Application when more space was needed to answer fully. Each sheet must have your name at the top and each answer must be identified by Section number and Sub-section letter.**

PLEASE PROVIDE THE FOLLOWING INFORMATION

A. General Information:

1. Property(ies) Address(es) and Parcel ID(s) (Lot and Block Numbers) for exemption:

2. Name of Applicant:

3. Mailing Address (if different from property address):

4. Daytime Phone:

5. Evening Phone:

6. Cell Phone:

7. Fax:

8. Email:

9. All other real property, in Allegheny County, owned by the applicant or any other real property owned by a person, organization, corporation, limited liability company, partnership or association in which applicant has any shared ownership interest (include address(es) and parcel ID (lot and block number(s)):

B. Building and Improvement Information:

1. Building or Demolition Permit(s) number(s) and Date(s) of Issuance:

2. Construction or Demolition Start Date(s):

3. Estimated Total Cost of Construction or Demolition:

4. Type of Structure(s) and Number of Units (i.e., single family, multi-family, retail, office, mixed-use, vacant land, etc.):

5. Types of improvements and summary of plan (include whether applicant intends to construct, demolish or both, also include dimensions, quantity and types of materials):

6. Summary of the plan for financing the improvements (such as, the amount of approved financing, letter of intent from lender, approved line of credit, proof of financial capacity such as income statements, tax returns and bank statements, etc.):

7. Last assessed value? _____**(please attach documentation of last assessed value)**

8. Date of last assessment:

C. Title and Equitable Owner Information: (Please attach a title report on the property(ies) to be temporarily tax exempted issued in the past 60 days or less)

1. **Please attach a copy of the Deed:** Whose names are on the deed (grantor-grantee)?

2. Who lives in or occupies the property (if no one, write "Empty")?

3. Is there a mortgage on the property? _____ 2nd mortgage?_____
   Is so, amount(s)
   Interest Rate(s)

4. Does the applicant pay taxes on the property?

5. Are there any unpaid tax, water, utility bills, municipal service fees and/or other liens against the property listed in Section 4(A)(1), or any of property(ies) listed in Section 4(A)(9) ?

   Please describe.

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.

_____ _____

Date Signature of Applicant

Enclosures:

_____ **Documentation of last assessed value**

_____ **Title report issued in the past 60 days or less**

_____ **Copy of Deed**

_____ **Additional sheets to this Application when more space was needed to answer fully. Each sheet must have your name at the top and each answer must be identified by Section number and Sub-section letter.**

_____ **Tax Certification Letter from the Local Tax Collector**