



Department of Finance

Homeowner Tax Benefits
PO Box 3179
Union, NJ 07083

Jacques Jiha, Ph.D.
Commissioner

September 26, 2018

**It's time to renew your Senior Citizen
Homeowners' property tax exemption.**

Dear Homeowner,

As a recipient of the Senior Citizen Homeowners' Exemption (SCHE), you must renew your benefit in order to continue receiving it. **Please complete and submit the enclosed renewal application by December 1, 2018.**

By renewing early, you can ensure that your exemption appears on your annual notice of property value in January and that there is no delay in granting your exemption before the new tax year. If you do not renew your benefit, you could lose your exemption and your property taxes could increase significantly.

To complete the application, simply answer the three questions in section one, make sure that every owner signs the certification in section two, and review section three to determine whether you need to provide any additional documentation.

If you need assistance, please email recertify@finance.nyc.gov or call 311.

Sincerely,

The New York City Department of Finance

If due to a disability you need an accommodation in order to apply for and receive a service or participate in a program offered by the Department of Finance, please contact the Disability Service Facilitator at www.nyc.gov/contactdofeeo or by calling 311.

SENIOR CITIZEN HOMEOWNERS' EXEMPTION

2019-20 SHORT-FORM RENEWAL APPLICATION

BBL:

Who can use this form: Current SCHE recipients whose last reported income was \$50,000 or less and who continue to meet the program's eligibility requirements.

Mail your application to: New York City Department of Finance, Homeowner Tax Benefits, PO Box 3179, Union, NJ 07083. (Be sure to include any required supporting documentation from section three.)

Deadline: March 15, 2019

SECTION 1: RENEWAL INFORMATION

Please answer the following questions to help us determine your eligibility. Review section 3 on the back of this application to determine whether you need to submit supporting documentation.

1. Is this property still the primary residence of all owners? ☐ Yes No ☐
2. Since January 1, 2017, has anyone been added to or removed from your deed? ☐ Yes No ☐
3. Is the combined annual income of all owners & their spouses more than \$50,000? ☐ Yes No ☐

If you answer yes to this question, please provide copies of all sources of income from 2018 (or 2017, if 2018 information is not available). This includes, but is not limited to, W2s, 1099s, Social Security statements, and retirement benefits.

SECTION 2: CERTIFICATION

Every owner of the property must sign in order for your application to be processed.

I hereby certify that all information contained in this application is true and correct to the best of my knowledge. I certify that I am not receiving a property tax exemption at any other property that I own, including properties outside of New York City.

I understand that this information is subject to audit and that if the Department of Finance determines that I have made false statements, I may lose my future benefits and be responsible for all applicable charges and penalties. I understand that I am required to notify the Department of Finance of any changes that might affect my eligibility for this exemption.

I understand that my income is subject to verification by the Department of Finance.

Name:	Signature:	Date:

SECTION 3: DOCUMENTATION

Submit the following if there have been changes at your property since January 1, 2017.

- If an owner listed on the deed is now living elsewhere due to divorce, legal separation, or abandonment, please submit a copy of the legal documentation.
- If an owner is living full-time at a residential healthcare facility, please submit an official letter from the facility.
- If an owner has passed away, please submit a copy of the death certificate.
- If this property is owned by a trust, or if there is a life estate on the property, please submit a copy of the trust or life estate documentation.
- If the total combined annual income of all owners and their spouses is more than \$50,000, provide copies of all sources of income from 2018 (or 2017, if 2018 information is not available). This includes, but is not limited to, W2s, 1099s, Social Security statements, and retirement benefits.

SECTION 4: GETTING HELP

For general information and questions about the Senior Citizen Homeowners' Exemption, please email recertify@finance.nyc.gov or call 311.

You may also visit a Department of Finance business center between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. Our business center locations are available at www.nyc.gov/visitdof.

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