



APPLICATION FOR REAL PROPERTY TAX EXEMPTION FOR CAPITAL IMPROVEMENTS TO RESIDENTIAL PROPERTY (Real Property Tax Law, Section 421-f)

(Instructions for completing this form are contained in Form RP-421-f-Ins)

1. Name and telephone no. of owner(s)

2. Mailing address of owner(s)

\_\_\_\_\_

\_\_\_\_\_

Day No. ( ) \_\_\_\_\_

Evening No. ( ) \_\_\_\_\_

\_\_\_\_\_

3. Location of property (see instructions)

Street Address \_\_\_\_\_

School District \_\_\_\_\_

City/Town \_\_\_\_\_

Village (if any) \_\_\_\_\_

Property identification (see tax bill or assessment roll)

Tax map number or section/block/lot \_\_\_\_\_

4. Property for which exemption is sought is a \_\_\_one family/\_\_\_two family residence. (check one)

5. a. Square footage of residence without improvement \_\_\_\_\_ square feet

b. Square footage of residence with improvement \_\_\_\_\_ square feet

c. As measured by square footage in question 5b, is more than one-half of the residence at least five years old? \_\_\_yes \_\_\_no

6. a. Date of commencement of construction of improvement \_\_\_\_\_

b. Date completed (attach copy of certification of occupancy or other documentation of completion) \_\_\_\_\_

7. Describe the improvement for which exemption is sought (attach additional sheets if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Cost of improvement: \$ \_\_\_\_\_ (supply documentation)

**Certification**

I, \_\_\_\_\_, hereby certify that the information on this application and any accompanying papers constitute a true statement of fact.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

-----**FOR ASSESSOR'S USE**-----

- 1. Date application filed: \_\_\_\_\_
  - 2. Applicable taxable status date: \_\_\_\_\_
  - 3. Action on application: \_\_\_\_\_Approved \_\_\_\_\_Disapproved (Reason):  
\_\_\_\_\_
  - 4. Assessed valuation of parcel including improvement: \$\_\_\_\_\_
  - 5. Assessed valuation of parcel excluding improvement: \$\_\_\_\_\_
  - 6. Assessed valuation of improvement eligible for exemption: \$\_\_\_\_\_\*
- (4. minus 5.)

\*This figure is the "exemption base" and must be recalculated in any year in which there is a change in level of assessment of 15 percent.

	<b>Percent Amount</b>	<b>Dollar Amount</b>
City/Town	_____%	\$_____
Village	_____%	\$_____
School District	_____%	\$_____
County	_____%	\$_____

\_\_\_\_\_  
**Assessor's signature**

\_\_\_\_\_  
**Date**