



Application for Real Property Tax Exemption for Residential-Commercial Urban Exemption Program

File this form with your local assessor by the taxable status date.
Do **not** file this form with the Office of Real Property Tax Services.

Name(s) of owner(s)			
Mailing address of owner(s) (number and street or PO Box)		Location of property (street address)	
City, village, or post office	State	ZIP code	City, town, or village State ZIP code
Daytime contact number	Evening contact number	Date of purchase of real property	
Email address		Tax map number of section/block/lot: Property identification (see tax bill or assessment roll)	

- General description of property for which exemption is sought (if necessary, attach plans or specifications): _____

- Use of Property: _____
 - Amount of square footage used for residential purposes: _____
 - Amount of square footage used for commercial purposes: _____
- Describe alteration, installation or improvement made to convert the non-residential property to mixed-use: _____

- Cost of alteration, installation or improvement: _____
- Date construction of alteration, installation or improvement was commenced: _____
- Date completed (attach certificate of occupancy or other documentation of completion): _____
- How many employees primarily work or are expected to primarily work at the property: _____
- Is the property receiving, or has it ever received, any other exemption from real property taxation?
(Mark an X in the applicable box) Yes No
 - If Yes, what exemption was received? _____ When? _____
 - If Yes, were payments in lieu of taxes made during the term of that exemption? _____
If payments in lieu of taxes were made, attach a schedule showing the amounts and dates of such payments, and the purposes for which such payments were made (for example, school district, general municipal, etc.). Also attach any related documentation, such as a copy of the agreement under which such payments were made.

Certification

I (we) certify that all statements made on the application are true and correct to the best of my (our) belief. I (we) certify that the property complies with the eligibility provisions of the program and of any local law. I (we) attest that the portion of the building used for commercial purposes is used as such or is in good faith contemplated. I (we) understand that any willful false statement of material fact or non-compliance will be grounds for revocation of the exemption, repayment of any benefits received, and a fine of \$1000.

Signature (All owners must sign this application)	Phone number	Date

For Assessor's Use Only

1. Date application filed: _____ 2. Applicable taxable status date: _____

3. Action on application: Approved Disapproved

4. Assessed valuation of parcel in first year of exemption: \$ _____

5. Increase in total assessed valuation in first year of exemption: \$ _____

6. Amount of exemption in first year:

	Percent	Amount
County		\$
Village		\$
School district		\$

Assessor's signature	Date
----------------------	------

Instructions

Authorization for exemption

Real Property Tax Law § 485-a, at local option, authorizes a declining 12-year partial exemption from real property taxation and special ad valorem levies for non-residential property converted to a mix of residential and commercial uses. The property must be located in a city (other than New York City), a town, or a village.

An eligible city, town, or village may enact a local law to adopt the residential-commercial urban exemption. After such a city, town, or village adopts the exemption, the county and any school district that is located wholly or partially within such city, town, or village, other than the fiscally dependent Buffalo, Rochester, Syracuse, and Yonkers School Districts, also may adopt the exemption with the same restrictions approved by the city, town, or village. The county's approval of the exemption would require a local law and the school district's approval would require a resolution. Consult your assessor to ascertain whether the city, town, village, or county, and,

where applicable, the school district have adopted the exemption.

Eligible conversions

An eligible conversion must have a cost in excess of \$10,000 or a higher amount stated in the local law adopted by the city, town, or village. The assessor can tell you the minimum cost required in your city, town, or village.

The exemption applies only to construction commenced subsequent to the date on which the local law adopted by the city, town, or village takes effect.

At least 40% of the square footage of the building or structure must be devoted to or used for residential purposes and at least 15% for commercial purposes.

The property must employ or anticipate employing at least five employees primarily at the property.

The exemption does not apply to ordinary maintenance and repairs.

Amount of exemption

The exemption is calculated as a percentage of the *exemption base*, which is the increase in assessed value attributable to the conversion. The base should be determined for each year in which there is such an increase attributed to an eligible conversion.

The percentages of exemption are as follows:

Exemption year	Exemption percentage
1-8	100%
9	80%
10	60%
11	40%
12	20%

The exemption generally may not be granted concurrent with or subsequent to any other exemption for the same improvements. There is an exception when, during the period of a previous exemption, payments in lieu of taxes or other payments were made to the local government in an amount equal to or greater than the taxes that would have been payable for that period if the property had received exemption pursuant to § 485-a. In that situation, a residential-commercial urban exemption is granted for 12 years, less the number of years the above-described payments were made.

Deadline

You must file this application in the assessor's office on or before the taxable status date in your municipality.

Once the exemption is granted, you must annually file Form RP-485-a-C, *Certification of Eligibility for Residential-Commercial Urban Exemption Program*, on or before the taxable status date in your municipality to certify continued eligibility for the exemption.

For further information, ask your local assessor. To find your local assessor's contact information, visit our website or your locality's website.