



SENIOR CITIZEN HOMEOWNERS' EXEMPTION INITIAL APPLICATION

Who can apply

You may qualify for SCHE if the total combined annual income of the property's owners and their spouses is \$58,399 or less and every owner is 65 or older. (If the owners are spouses or siblings, only one must be 65 or older.) With some exceptions, the property must be the primary residence of all owners.

Deadline: March 15. (If March 15 falls on a weekend or holiday, the deadline is the next business day.)

How to get help: Visit www.nyc.gov/contactpropexemptions or call 311.

How to apply

Submit all of the following:

- A completed application
- Proof of age and income, as described in "Section 5: Required Documents."
- Any other required documents listed in "Section 6: Additional Documents."

Mail your application and documents to:

New York City Department of Finance, Homeowner Tax Benefits, P.O. Box 311, Maplewood, NJ 07040-0311

Section 1: Property Information

BOROUGH:	BLOCK:	LOT:
STREET ADDRESS:		APT #:
CITY:	STATE:	ZIP:
MAILING ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS):		
CONTACT PERSON NAME:	PHONE #:	EMAIL ADDRESS:

Type of Property:

- Condominium Cooperative 1 - to 3-family house 4+ family house or other

If your home has four or more units, enter the % of the space that is used as your primary residence: _____%

Is any portion of your property used for commercial purposes? Yes No

If yes, enter the percentage used for commercial purposes _____%

Have you owned this property for at least 12 consecutive months? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the property owned by a trust? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you receive this property through a will? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there a life estate on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does a child (including tenants) reside on the property and attend public school in grades pre-K to 12? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2: Owner(s) Information

List all owners as recorded on deed or certificate of shares

OWNER NAME	DATE OF BIRTH	SOCIAL SECURITY* OR ITIN #	PHONE#
1			
2			
3			
4			

Check the boxes below if:

This property is your primary residence. Owner 1 Owner 2 Owner 3 Owner 4

You are married to another owner of the property. Owner 1 Owner 2 Owner 3 Owner 4

You are the sibling of another owner of the property. Owner 1 Owner 2 Owner 3 Owner 4

You own additional properties. Owner 1 Owner 2 Owner 3 Owner 4

Check this box if a relative or guardian is responsible for the owner's affairs. Attach the information requested in this section for the relative or guardian.

Has anyone in your household ever served, or are they currently serving, in the U.S Armed Forces, National Guard, or Reserves? Please select any that apply:

Self Spouse/Partner Child Other (write in) _____

Section 3: Income

Estimate the total combined annual income of all owners and their spouses for the year before last year. You can use data from your federal or state tax return, or add the income from the sources described in section 5.

You must enter a number in this box ►

\$

Section 4: Certification (All owners must sign.)

I certify that all of the information provided 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 benefit. I understand that my income is subject to verification by the Department of Finance.

Name	Signature	Date

Section 5: Required Documents

Proof of Age

Provide a copy of one of the following for each owner.

Birth certificate, passport, driver's license, government-issued photo identification card, or other federal, state, or local document displaying date of birth.

Proof of Income

Provide a copy of the following for all owners and their spouses for the year before last year.

- Federal or state income tax returns with all schedules and 1099s. If you received IRA distributions or distributions from an individual retirement annuity that were included in your federal adjusted gross income, you may deduct those amounts. Please include any relevant documentation, including but not limited to 1099-R forms.
- Or, for owners or spouses who did not file a federal or state tax return, submit copies of all sources of income, including those listed below.
 - ▶ Wages.
 - ▶ Unemployment benefits.
 - ▶ Social Security benefits.
 - ▶ SSI payments.
 - ▶ SSDI payments.
 - ▶ Pension payments.
 - ▶ IRA Earnings.
 - ▶ Annuity Earnings.
 - ▶ Capital gains.
 - ▶ Business income.
 - ▶ Workers' compensation.
 - ▶ Rental income.
 - ▶ Interest.

Section 6: Additional Documents (Submit all that apply.)

If the property is held in trust:

Submit a copy of the entire trust agreement.

If the property was willed to the owner:

Submit a copy of the last will and testament or the probate or court order.

If an owner listed on the deed is deceased:

Submit a copy of the death certificate.

If an owner is living full-time at a residential healthcare facility:

Submit an official letter from the facility which includes the cost of care for the income year provided.

If an owner owns additional properties (in NY or elsewhere):

Provide the following information for each property: address, borough-block-lot number, and any tax exemptions the property receives.

If an owner listed on the deed is living elsewhere:

Submit complete legal documentation of divorce, separation, or abandonment.

If there is a life estate on the property:

Submit a copy of the life estate.

*You must provide your Social Security or ITIN number to apply for this property tax exemption. We are asking for this information to make sure that our records are accurate, and that you have submitted accurate information. Our right to require this information is described in Section 11-102.1 of the Administrative Code.

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.