Department of Finance

Exemption Eligibility Checklist

This Checklist can be used only if your property has been included in the Lien Sale. If not, and you wish to apply for personal exemptions, please use the Exemption Application for Owners, available at nyc.gov/finance or by calling 311.

SENIORS, VETERANS, ACTIVE DUTY MILITARY PERSONNEL AND PEOPLE WITH DISABILITIES

Who Own and Live in 1- to 3-Family Houses or Residential Condos

Our records show that you owe property taxes, water charges, or ERP/AEP charges. If you do not contact us by May 1, 2017, the City could sell a lien on your property.

If you are a senior citizen, person with a disability or veteran (or a relative of a veteran), or if you or a relative is on active military duty, you may qualify for a property tax exemption and may avoid having your debt sold.

Your property may also be excluded from the sale if you received the New York State Real Property Tax Credit for Homeowners (the "Circuit Breaker" credit) for Tax Year 2016.

PLEASE FILL OUT THE CHECKLIST ON THE REVERSE AND MAIL TODAY!

If you may qualify for an exemption, we will send you a lien sale exemption application. You must complete a lien sale exemption application to apply for an exemption that would remove your property from the lien sale. For questions about property tax exemptions, please call **311** (outside New York City call 212-639-9675).

Due date: May 1, 2017

EXEMPTIONS ELIGIBILITY CHECKLIST

Instructions

1. Please fill out the checklist below. If you check both boxes in Section A and at least one box in Section B, you may qualify for an exemption.
2. When you are done with the checklist, complete Section C and then return the Exemptions Eligibility Checklist to us at the address below.
3. If we think you may be eligible for a senior, disabled homeowner or veteran exemption or meet the "Circuit Breaker" credit or active duty military requirements, we will send you an application upon receipt of this checklist.
4. You must complete the exemption application in order to be considered for removal from the lien sale. **This checklist is not an exemption application.**

Section A

By checking these boxes, I certify that:

- ❑ My property is a 1- to 3-family house or residential condominium.
- ❑ I own my property and use it as my primary residence.

Section B

I also certify that:

- ❑ One of the owners was born in 1952 or earlier and the total combined income for all owners is less than $37,400.
- ❑ One of the owners receives disability benefits and the total combined income for all owners is less than $37,400.
- ❑ One of the owners is active duty military personnel.
- ❑ One of the owners is a veteran (or spouse / widow / widower of a veteran) or a Gold Star parent.
- ❑ I received the New York State Property Tax Credit (the "Circuit Breaker" credit) for Tax Year 2016.

Section C

1. OWNER'S NAME: _____
2. PHONE NUMBER: (___ ___ ___) ___ ___ ___ ■ ___ ___ ___ ___
3. STREET ADDRESS: _____
4. CITY: _____
5. STATE: _____ 6. ZIP CODE: _____
7. BOROUGH: _____ BLOCK: _____ LOT: _____
8. EMAIL ADDRESS (Optional): _____

Mail to NYC Department of Finance, Lien Sale Exemptions Unit, 66 John Street, 3rd Floor, New York, NY 10038

Due date: May 1, 2017