

Mercer County Assessment Office
Application for General Homestead Exemption for
Single-Family Dwellings Subject to a Lease

Section 1: Instructions

- a. Eligibility. To be eligible for the general homestead exemption via a leasehold interest
 - The property must be a single family home occupied as the primary residence by an eligible taxpayer as of January 1, _____.
 - The eligible taxpayer must be liable for paying the real estate taxes on the property as evidence by a written lease that was executed and effective on or before January 1, 20____. A copy of the lease must be provided.
 - The property owner must direct the property tax bill to be mailed directly to the lessee.
 - The eligible taxpayer's lease must require that the lessee pay the real estate taxes out of the lessee's own funds; a statement such as "Tenant shall be deemed to be satisfying Tenant's liability for such real estate taxes through the monthly rent payments" is NOT sufficient for this purpose.
- b. Application. Due to the periodic nature of leaseholds, a notarized application for this exemption must be submitted each year.
- c. Exemption Amount. Under 35 ILCS 200/15-175, qualified taxpayers are permitted an exemption that will remove up to \$6,000 from the equalized assessed value before taxes are calculated.

Section 2. Property Identification Owner (print)

Parcel (PIN#) _____

Owners Name _____

Mailing address _____

Lessee (Taxpayer Name) _____

Mailing City, State, ZIP _____

Property site address _____

City, State, zip _____

Section 3: Oath. I attest that (applicants must check all applicable boxes)

_____ The above address was leased and occupied by the lessee as a primary residence as of January 1, _____.

_____ The owner of record has directed the property tax bill to be mailed directly to the lessee.

_____ As of January 1, 20____, the lessee is liable for the payment of the real estate taxes from the lessee's own funds.

_____ A copy of the lease or leases that are in effect for the period from January 1, _____ to December 31, _____ have been attached.

Signature of Owner of Record _____ Telephone _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary _____ Notary Seal

I hereby depose and say that I am the taxpayer/Lessee, that I have read this application, that I have personal knowledge of the contents thereof, that same is true in substance and in fact, and that I am subject to penalties for perjury for falsification herein.

Signature of Taxpayer/Lessee _____ Telephone# _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary _____ Notary Seal