

**Borough of Wilkinsburg**

BOROUGH MANAGER  
MUNICIPAL BUILDING  
605 ROSS AVENUE  
WILKINSBURG, PA 15221-2145  
(412) 244-2900  
[LERTA@wilkinsburgpa.gov](mailto:LERTA@wilkinsburgpa.gov)

**Tax Compromise Application Checklist**

Please check the boxes below to indicate that you are including the following items which need to be included for a complete Application.

- Cashier's check, certified check or money order payable to the Borough of Wilkinsburg for the Application Fee of \$2500
- Completed written application form
- Copy of deed  
*Note: You may be able to get a copy of your deed from the Allegheny County Recorder of Deeds Office (412) 355-4300. There may be a fee for this service.*
- Appraisal of Fair Market Value  
*The appraiser conducting such appraisal must be approved in advance and in writing by the Borough Manager or his/her designee*
- Title report issued in the last 60 days  
*Note: You may contact a real estate attorney or real estate settlement company to have a title report prepared.*
- Documentation of assessed value  
*Note: Acceptable documentation includes a copy of a notice from the Allegheny County Office of Property Assessment*
- Copy of building permit(s) if required, and a description of work to be completed.
- Evidence of financial capacity to complete planned improvements  
*Note: This can include copies of funding commitment letters and / or other proof of financial capacity such as a personal financial statement, bank statement, or tax return.*
- A verifiable Sales Agreement with the notarized signature of the party authorized to convey the property.
- Affidavit of Non-Collusion  
*Note: Format of this Affidavit is provided by the Borough*
- Tax Certification from local tax collector  
*Note: You may contact the tax collector to request. There may be a fee for this service.*

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **TAX COMPROMISE APPLICATION**

### **Instructions**

#### *Overview*

This Application is for any person, organization, corporation, limited liability company, partnership or association seeking a tax compromise of back taxes owed on real estate. The Applicant shall notify the Borough Manager or his/her designee in writing via this Application which must be submitted 90 days prior to filing a petition for tax compromise. If the Applicant fails to submit this form in compliance with the instructions herein then the applicant will be ineligible for tax compromise.

#### *Review Process*

The Borough Manager or his/her designee shall submit this Application to the Wilkinsburg Joint Committee on Administrative Process to Reclaim Vacant Properties who will either approve or reject this Application. The Applicant will be notified of the Joint Committee's decision.

#### *Eligibility Requirements*

The petition for tax compromise will be automatically withdrawn in the event of any one of the following: (1) Failure to pay any property tax due on any property within Allegheny County, in full, within sixty days of becoming due, or (2) Failure to abate a building or housing code violation on any property within the Allegheny County as provided for in the notice of violation, or (3) Willfully or negligently failing to provide accurate information herein.

#### *Process of Application for Tax Compromise*

If the application meets the requirements of all applicable laws and upon approval of the application by the Joint Committee, then the Borough Manager or his/her designee shall cause a petition to be filed on behalf of the property(ies) identified herein. Wilkinsburg Borough and School District cannot promise or guarantee the outcome of said petition for tax compromise because said decisions are contingent upon the approval of the Allegheny County Court of Common Pleas to accept less than the total taxes and/or penalties due in full satisfaction of the tax debt where the amount owed exceeds either the amount which could be realized at tax sale or the amount which could be obtained by enforced collection.

The applicant shall pay with the submission of this Application, an Application Fee of \$2,500. This Application Fee must be paid in the form of a certified check, cashier's check or money order payable to The Borough of Wilkesburg. This Application Fee shall be applied toward all court, attorney and other fees associated with the tax compromise process. Applicant is responsible for all court, attorney and other fees associated with the tax compromise process requested herein. In the event the Application Fee does not cover all of these costs, the Applicant shall be billed by the Borough accordingly.

*Additional Information and Assistance*

Additional information is available by contacting the Borough Manager's office at (412) 244-2900 or [LERTA@wilkesburgpa.gov](mailto:LERTA@wilkesburgpa.gov). The Wilkesburg Community Development Corporation is another resource and can provide additional information regarding economic development programs. The WCDC may be reached at (412) 727-7855 and information is available on their website at [www.wilkesburgcdc.org](http://www.wilkesburgcdc.org)

**Applicant Information**

*General Information*

Property Address: \_\_\_\_\_

Lot and Block #: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is Applicant current on all real estate taxes for properties owned in Allegheny County?  
 Yes       No       Not Applicable

Does Applicant have any open building code violations for properties owned in Allegheny County?

Yes       No       Not Applicable

Additional Property\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Note: List all other real property in Allegheny County owned by the applicant or in which the applicant has any shared ownership interest. Include addresses and lot and block #s. Attach an additional sheet if necessary.

**Building and Improvement Information**

Demolition or Building Permit # (if required for improvements) and Date of Issuance \_\_\_\_\_

Project Type:  Residential       Commercial       Mixed-Use

Project Start Date: \_\_\_\_\_

Estimated Total Project Costs: \_\_\_\_\_

Brief Description of the Planned Improvements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional pages if necessary

Summarize the Plan for Financing. Please include amounts and whether or not the financing source has been approved. Attach funding commitment letters and / or other proof of financial capacity such as a personal financial statement, bank statement, or tax return.

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

Attach additional pages if necessary

Current assessed value: \_\_\_\_\_

Date of last assessment: \_\_\_\_\_

**Title and Equitable Owner Information**

Name of Owner as it Appears on the Deed: \_\_\_\_\_

Current Occupant of the Property: \_\_\_\_\_

Will any businesses or residents be permanently displaced as a result of the planned improvements?

Yes       No

Is There a Mortgage on the Property?

Origination Date: \_\_\_\_\_

Principal Amount: \_\_\_\_\_

Interest Rate: \_\_\_\_\_

Term: \_\_\_\_\_

**Title and Equitable Owner Information Continued**

Are there any unpaid tax, water, utility bills, municipal service fees and/or other liens against the property or any other properties that the Applicant has an interest in that are located in Allegheny County?

If yes, please describe: \_\_\_\_\_

## Attachments

Please attach the following items to this application:

- 1) Application Fee of \$2500 payable by cashier's check, certified check, or money order to Borough of Wilkesburg. Application Fee is non-refundable.
- 2) Copy of the deed
- 3) Appraisal of fair market value
- 4) Title report issued in the last sixty days
- 5) Documentation of assessed value
- 6) Copy of building permit(s) if required, and a description of work to be completed
- 7) Evidence of financial capacity such as a personal financial statement, bank statement, or tax return
- 8) Verifiable Sales Agreement
- 9) Copy of the Demolition or Building Permit (if required for the planned improvements)
- 10) Affidavit of Non-Collusion
- 11) Tax Certification from local tax collector

## Affirmation

**IT IS A MISDEMEANOR UNDER THE ACT OF DECEMBER 6, 1972, 18 PA C.S.A. §4984 TO MAKE A FALSE STATEMENT WITH INTENT TO MISLEAD PUBLIC OFFICIALS.**

I hereby certify that the statements made in this Application are true and correct to the best of my knowledge, information and belief. I understand that these statements will be relied upon and that false statements are grounds for revocation of the approval of this Application.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

## Receipt

Please make sure to get this receipt signed and retain it for your records. It will serve as proof that your application was submitted.

Property Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

*To be Completed by Borough*

Date Received: \_\_\_\_\_

Signed: \_\_\_\_\_