Temporary Tax Exemption / Tax Abatement 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.

☐ Check or money order payable to the Borough of Wilkinsburg for the Application Fee of $50

☐ Completed written application form

☐ Copy of deed
   Note: You may be able to get a copy of the deed from the Allegheny County Recorder of Deeds Office (412) 355-4300. There may be a fee for this service.

☐ 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.

☐ 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.

☐ Affidavit of Non-Displacement
   Note: Format of this affidavit is included in the application packet

☐ Affidavit of Non-Collusion
   Note: Format of this affidavit is included in the application packet

☐ Tax Certification from Berkheimer
   Note: You must contact Berkheimer to request tax certification. There is a fee for this service.

Applicant Name: ________________________________

Property Address: ________________________________

Date: ________________________________
TEMPORARY TAX EXEMPTION
TAX ABATEMENT APPLICATION

Instructions

Overview
This Application is for any person, organization, corporation, limited liability company, partnership or association seeking a temporary tax exemption, also referred to as a tax abatement, for improvements / construction to real property in the Borough of Wilkinsburg.

Review Process
Applications for temporary tax exemption must be submitted within thirty (30) days of the issuance of a building permit or within 30 days of start of work if no permit required. 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.

After completion of the improvements the Allegheny County Office of Property Assessment will reassess the property. The temporary tax exemption begins in the year after the improvements are completed.

Continuing Eligibility Requirements
The granting of a temporary tax exemption will be automatically revoked 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.

Additional Information and Assistance
Additional information on the Temporary Tax Exemption Program including a flowchart summarizing the process and a list of frequently asked questions is available by contacting the Borough Manager’s office at (412) 244-2900 or DHenderson@wilkinsburgpa.gov. The Wilkinsburg 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.wilkinsburgcdc.org](http://www.wilkinsburgcdc.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

Building Permit # (if required for improvements) and Date of Issuance ______________________

Project Type: □ Residential □ Commercial □ Mixed-Use

Construction Start Date: ________________

Estimated Total Construction 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.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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 $50 payable by check or money order to Borough of Wilkinsburg. Application Fee is non-refundable.
2) Copy of deed
3) Evidence of financial capacity to complete the planned improvements
4) Title report issued in the last sixty days
5) Documentation of assessed value
6) Copy of the Building Permit
7) Affidavit of Non-Displacement
8) Affidavit of Non-Collusion
9) 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: ____________________________