

**Borough of Wilkinsburg**

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

**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: \_\_\_\_\_

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**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](mailto: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: \_\_\_\_\_