

**SENIOR CITIZEN HOMEOWNERS' EXEMPTION  
 2020-21 RENEWAL APPLICATION**

**Who can apply:** SCHE recipients who continue to meet the program's eligibility requirements. You may qualify for SCHE if the total combined annual income of the property's owners and their spouses is \$58,399 or less and every owner is 65 or older. (If the owners are spouses or siblings, only one must be 65+.) With some exceptions, the property must be the primary residence of all owners.

**Mail your application to:** New York City Department of Finance, Homeowner Tax Benefits, PO Box 3179, Union, NJ 07083. (Be sure to include any required supporting documentation from section four.)

**Deadline:** March 16, 2020

**SECTION 1: PROPERTY INFORMATION**

<b>Borough</b>	<b>Block</b>	<b>Lot</b>
<b>Street Address</b>		
<b>City - State - Zip</b>		

**Answer the following questions to help us determine your eligibility:**

1. Is this property still the primary residence of all owners? YES  NO
2. Since January 1, 2018, has anyone been added to or removed from your deed? YES  NO
3. Is the combined annual income of all owners & their spouses more than \$58,399? YES  NO

**SECTION 2: OWNER(S) INFORMATION**

<b>Owner 1</b>	<b>Date of Birth</b>	<b>Social Security or ITIN # *</b>
<b>Phone Number</b> ( )	<b>Email Address</b>	
<b>Owner 2</b>	<b>Date of Birth</b>	<b>Social Security or ITIN # *</b>
<b>Phone Number</b> ( )	<b>Email Address</b>	
<b>Owner 3</b>	<b>Date of Birth</b>	<b>Social Security or ITIN # *</b>
<b>Phone Number</b> ( )	<b>Email Address</b>	

### SECTION 3: INCOME INFORMATION

Estimate the total combined income of all owners & spouses: \$ \_\_\_\_\_

See the instructions that are included with this application, or visit [www.nyc.gov/scherenewal](http://www.nyc.gov/scherenewal) for more information. You must provide income information or this may delay processing of your application.

### SECTION 4: DOCUMENTATION

#### 1. Income

You must provide copies of all sources of income for all owners and their spouses for the prior calendar year. This includes, but is not limited to, federal or state income tax returns with all schedules, W2s, 1099s, Social Security statements, and retirement benefits.

#### 2. Supply the following only if there has been a change since January 1, 2018:

- If an owner listed on the deed is living elsewhere due to divorce, legal separation, or abandonment, please submit a copy of the legal documentation.
- If an owner is living full-time at a residential healthcare facility, please submit an official letter from the facility.
- If an owner has passed away, please submit a copy of the death certificate.
- If this property is owned by a trust, or if there is a life estate on the property, please submit a copy of the trust or life estate documentation.

### SECTION 5: CERTIFICATION

**Every owner of the property must sign in order for your application to be processed.**

I certify that all of the information provided in this application is true and correct to the best of my knowledge.

I certify that I am not receiving a property tax exemption at any other property that I own, including properties outside of New York City.

I understand that this information is subject to audit and that if the Department of Finance determines that I have made false statements, I may lose my future benefits and be responsible for all applicable charges and penalties. I understand that I am required to notify the Department of Finance of any changes that might affect my eligibility for this benefit.

I understand that my income is subject to verification by the Department of Finance.

Name:	Signature:	Date:

**If due to a disability you need an accommodation in order to apply for and receive a service or participate in a program offered by the Department of Finance, please contact the Disability Service Facilitator at [www.nyc.gov/contactdofeeo](http://www.nyc.gov/contactdofeeo) or by calling 311.**

\* You must provide your Social Security or ITIN number to apply for this property tax exemption. We are asking for this information to make sure that our records are accurate, and that you have submitted accurate information. Our right to require this information is described in Section 11-102.1 of the Administrative Code.