



### **2017 Tax Abatement Program**

- 1) To qualify, a unit must have had a Housing Choice Voucher participant residing in the unit on January 1, 2017.
- 2) A few properties **will not qualify** because they are located in a particular Township or Census Tract. Please review the list of non-eligible Townships and Census Tracts in the packet.
- 3) Kendall County properties are not eligible.
- 4) Illinois law limits the Tax Abatement to a total of 10 tax years per property.

### **Fees and Deadlines**

Applications must be submitted with a \$75.00 application-processing fee for each unit. We will be accepting 2017 Applications beginning on September 25, 2017.

For **DuPage and Will Counties**, applications received after December 8, 2017 will be charged a \$50 late penalty (Total \$125 per unit). No applications accepted after January 5, 2018 for any reason.

For **Kane County**, applications received after December 8, 2017 will be charged \$125 per unit, (\$50 late penalty). No applications accepted after Dec.15, 2017 for any reason.

Applications received with the improper fee, or received after the final deadline, will be returned to the applicant and not processed. Please make a copy of your application and check for your records. Your cancelled check is your receipt.

### **Before you submit your application...**

1. All applications must be **notarized**. For your convenience, a DHA Notary Public is available Monday, Tuesday, Thursday and Friday from 8:30 a.m. to 4:00 p.m.
2. A separate application must be completed for each Parcel Index Number (PIN). A separate check must be attached with each application; checks for multiple applications will be returned unprocessed.
3. The Application packet also can be downloaded from [www.dupagehousing.org](http://www.dupagehousing.org)

Mail/deliver Applications to:  
DuPage Housing Authority  
711 E. Roosevelt Road, Wheaton, IL 60187  
No faxed or emailed applications will be accepted.

### **Questions?**

Answers to many questions can be found on the DHA website, [www.dupagehousing.org](http://www.dupagehousing.org)  
Questions can also be emailed to [smartin@dupagehousing.org](mailto:smartin@dupagehousing.org).





### 3 Application and Processing Fees

**3A** \_\_\_\_\_ Total Units you own under this Parcel Index Number (PIN)

**3B** \_\_\_\_\_ Total Qualifying Units claimed for Tax Abatement.

Application Fee: **\$75.00** for each qualifying **unit** under this PIN, payable to "DuPage Housing Authority".

**3C** \_\_\_\_\_ # Qualifying Units Claimed (Line 3B) x **\$75** = \$ \_\_\_\_\_ (Check No. \_\_\_\_\_)

(NOTE: IF RECEIVED AFTER DECEMBER 8, 2017, FEE INCLUDING LATE PENALTY IS \$125 PER UNIT)

### 4 Applicant Certifications

**4A** Under penalty of perjury, the applicant certifies by signature below that all information on this application is correct and that:

1. Applicant is the legal owner(s) or legal representative(s) of the owner for the property for which I/we are applying for the HCV Property Tax Abatement Landlord Savings Program.
2. All units listed on Line 3B were leased to an HCV Voucher Holder on **January 1, 2017**.
3. All HCV units on this property are in compliance with the Housing Quality Standards (HQS), local building codes and DHA Program Rules.

**4B** Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**4C** Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

City/Village of \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_  
Signature of the Notary Public (SEAL)

#### DEADLINES

**LATE PENALTY:** To avoid a late-penalty, this application must be received by **December 8, 2017**. The fee for each application received after Dec. 8, 2017 is **\$125 per unit** (not per PIN), which includes a **\$50 penalty per unit**.

**KANE COUNTY:** For properties in Kane County, applications received after Dec. 8, 2017, are charged the late fee and the final deadline is December 15, 2017. No late applications will be accepted.

**DuPAGE AND WILL COUNTIES:** For properties in DuPage/Will Counties, applications received after Dec. 8, 2017, are charged the late fee and the final deadline is January 5, 2018. No late applications will be accepted.

For additional information about the application process, visit [dupagehousing.org](http://dupagehousing.org). Questions may be sent by email to the DuPage Housing Authority at [smartin@dupagehousing.org](mailto:smartin@dupagehousing.org)

Mail application and check to:  
DuPage Housing Authority  
Attention: Tax Abatement  
711 E. Roosevelt Road  
Wheaton, IL 60187

## **PART 1 LANDLORD / OWNER INFORMATION**

**1A** Applicant Name/Mailing Address of the person/legal entity that is submitting this application.

**1B** Property Owner/Taxpayer of Record - The name of a person/legal entity/business that owns the units or building. If the Applicant and Owner are the same, write "Same as applicant" across these lines.

**1C** Applicant/Owner's primary phone number.

**1D** Landlord's Housing Authority - Aurora Housing Authority has contracted with DHA to administer the Tax Abatement Program. Please X in front of the Housing Authority from which your HCV tenant holds a Voucher, either DHA or AHA.

## **PART 2 QUALIFYING TENANT / PROPERTY IDENTIFICATION**

**Is Your Property Eligible?** A few properties in eligible counties will not qualify under the Illinois Housing Opportunity Area Tax Abatement law because they are located in a particular Township or Census Tract. The unit must have passed the most recent inspection and compliant with local building codes. The owner must not have outstanding indebtedness to the Authority, or have been involved with any criminal activities concerning the HCV program

**Do not submit an application if your unit's Township OR Census Tract is on the Page 4 list.**

**2A** Your property's County and Township.

**2B** Your property's Census Tract number. To find your property's Census Tract number online,

1 Go to <http://factfinder.census.gov>

2 Under "Address Search", click on the "street address" link.

3 Type your property's street address, city, state and ZIP in the "Select Geographies" box that appears.

4 A "Geography Results" box will appear. Your property's Census Tract number is listed on the 7th line.

**2C** HCV Holder - Name of the Voucher tenant occupying the Owner's unit on 1/1/17.

**2D** Street, City and ZIP for the Owner's unit.

**2E** PIN (Parcel Index Number) Landlords in DuPage and Kane Counties should use the 10-digit PIN listed on their latest tax bill. Landlords in Will County should use the 16-digit PIN listed on their latest tax bill.

**Submit one application for each PIN.**

## **PART 3 APPLICATION AND PROCESSING FEES**

**3A** Total Units you own under this PIN. For multi-unit properties, report only the number of units you own under the application's PIN. Do not count units owned by others at the same address.

**3B** Total qualifying units you leased to HCV Holders on 1/1/17 under this PIN. You may report up to 2 qualifying units per PIN, or 20% of the total units you own under this PIN, whichever is greater. To report 3 qualifying units, for instance, you would need to own 15 total units under this pin ( $20\% \times 15 = 3$ ).

- **3C** The application fee equals \$75 X the number of qualifying units you list for 3B. All checks should be made payable to "DuPage Housing Authority", including applications submitted by Aurora Housing Authority Landlords. NOTE: There is a \$50 late fee per unit for applications received after December 8, 2017, for a total fee of \$125 per unit. Your canceled check is your receipt. Your abatement will be shown on your property tax bill. Applications must be submitted annually.

## **PART 4 APPLICANT CERTIFICATIONS**

**4A** The applicant must certify that all 3 statements under 4A are correct by signing on line 4B.

**4B** The applicant's legal signature and date of signature.

**4C** All applications must be notarized before processing. As a convenience, applications can be notarized at the DHA office during normal business hours.

**2017 Non-Eligible Townships and Census Tracts**  
**Do not submit an application if your unit's Township OR Census Tract appears below**

**DUPAGE COUNTY**

*NON-QUALIFY TOWNSHIPS*

Wayne (PIN prefix 01), Bloomingdale (PIN prefix 02), Winfield (PIN prefix 04)

*NON-QUALIFYING CENSUS TRACTS*

8401.01	8401.04	8403.03	8407.03	8407.04	8408.01	8408.02	8409.04
8409.06	8409.07	8409.08	8409.10	8409.11	8412.04	8411.08	8412.04
8412.05	8412.06	8412.08	8412.10	8413.12	8413.20	8413.23	8415.01
8415.03	8415.04	8416.04	8416.05	8417.03	8417.06	8419.02	8425
8426.04	8427.10	8431	8432	8433.01	8442.01	8443.07	8450
8454.02	8455.05	8455.06	8458.03	8461.02	8461.04	8463.07	8463.10
8463.12	8464.04	8465.04	8465.09	8465.15	8466.03	8467.01	

**KANE COUNTY**

*NON-QUALIFY TOWNSHIPS*

Aurora, Elgin

*NON-QUALIFYING CENSUS TRACTS*

8501.01	8502.01	8502.02	8503.01	8503.02	8504	8507.03	8508
8510		8511.02	8513.01	8513.02	8514	8515	8516
8519.04	8519.10		8528.03	8529.04	8529.05	8529.06	8529.07
8530.04	8530.05	8530.06	8530.07	8530.08	8531	8532	8533
8534	8535	8536	8539	8540.02	8541	8542	8543.01
8543.02	8544	8546	8547	8549			

**WILL COUNTY**

*NON-QUALIFY TOWNSHIPS*

Crete, Joliet, Lockport, Monee, Plainfield,  
Washington, Wesley, Will, Wilmington

*NON-QUALIFYING CENSUS TRACTS*

8801.07	8801.09	8801.13	8801.14	8801.15	8801.16	8801.17	8803.07
8804.08	8804.10	8804.15		8805.07	8806.02	8807.02	8809.03
8812	8813.01	8813.02	8814.01	8815	8816.03	8816.04	8818
8819	8820	8821	8822	8823	8824	8825	8826.02
8827.02	8828.01	8828.02	8829	8830	8831	8832.08	8833.07
8834.01	8834.02	8836.03	8836.05	8837	8838.03	8838.04	8838.06
8840.03	8840.04	8840.05	8840.06	8841.03			