



## **TAX ABATEMENT PROGRAM 2018**

Under state law, Illinois property owners who rent to participants in the Housing Choice Voucher (HCV) Program may receive property tax abatement (“tax savings”) in an amount up to 19% of a property’s Equalized Assessed Value (EAV). The actual amount will depend upon tax rates, the state equalizer, EAV and the number of qualified units rented to HCV Program participants. In order to qualify for this tax savings program, property owners must meet the following eligibility guidelines:

1. The property must be located in an eligible Township and census tract.
2. Unit must be leased to a tenant participating in DHA’s HCV Program on January 1, 2018.
3. No more than 2 units or 20% of the total units contained within the property, whichever is greater, may be considered qualified units.
4. The eligible unit(s) must be in compliance with Housing Quality Standards as of its most recent inspection.
5. The PIN is limited to a total of 10 years awarded tax abatement.

All property owner(s) must submit a separate application for each property on an annual basis. Each application **MUST** have a separate Property Index Number (PIN).

### **Instructions**

Complete the attached application before December 7, 2018. Applications must be notarized. Mail or deliver along with the check for \$75 **per unit**. A late fee of \$50 is required for all application after Dec. 7, 2018 for a total of \$125 **per unit**. For DuPage and Will Counties, no applications will be accepted after January 4, 2019 for any reason. For Kane County, no applications are accepted after Dec. 7, 2018 for any reason. Make a copy of your application and check for your records. Your cancelled check is your receipt. No faxed or emailed applications are accepted.

**Mail or Deliver to:**  
**DuPage Housing Authority**  
**711 E. Roosevelt Rd.**  
**Wheaton, IL. 60187**

Common reasons for application denial:

1. The application was submitted after the deadline.
2. The property isn’t located in a census tract with a poverty level below 10% or eligible Township.
3. The applicant didn’t notarize the application or it was incomplete.
4. The property received the abatement for 10 years.

Additional information such as “Frequently Asked Questions”, “How To Find My Census Tract” and application are found on our website: [www.dupagehousing.org](http://www.dupagehousing.org).



### 3 Application and Processing Fees

**3A** \_\_\_\_\_ Total Units in this Property Number that you own. (Ex. 4 units, 8 units, etc.)

**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 7, 2018, **DuPage/Will** FEE IS \$125 PER UNIT, **Kane County** applicants last day for applicant acceptance is Dec. 7, 2018)

### 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, 2018**.
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 7, 2018**. Applications received after Dec. 7, 2018 are charged **\$125 per unit** (not per PIN).

**KANE COUNTY:** Final deadline is December 7, 2018. No late applications accepted.

**DuPAGE AND WILL COUNTIES:** Final deadline is January 4, 2019. No late applications accepted.

For additional information, visit [dupagehousing.org](http://dupagehousing.org).

Questions may be emailed 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

## INSTRUCTIONS FOR FILLING OUT APPLICATION

### PART 1 LANDLORD / OWNER INFORMATION

**1A** 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.

**1B** Applicant Name/Mailing Address of the person submitting this application.

**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 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 listed as ineligible.**

**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 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 1/1/18.

**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 1/1/18 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. Make checks payable to "DuPage Housing Authority", including applications submitted by Aurora Housing Authority Landlords. NOTE: There is a \$50 late fee per unit for DuPage and Will applications received after December 7, 2018, for a total fee of \$125 per unit. Kane County deadline is Dec. 7, 2018 (no late applications accepted). 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.

**2018 Non-Eligible Townships and Census Tracts**  
Do not submit 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*

|         |         |         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|---------|---------|
| 8400    | 8401.01 | 8401.02 | 8401.04 | 8403.03 | 8407.04 | 8408.01 | 8408.02 |
| 8409.04 | 8409.06 | 8409.07 | 8409.08 | 8409.10 | 8411.08 | 8412.06 | 8412.08 |
| 8412.10 | 8413.12 | 8413.20 | 8415.03 | 8415.04 | 8416.03 | 8416.05 | 8417.03 |
| 8418.01 | 8419.02 | 8424    | 8425    | 8427.04 | 8431    | 8432    | 8443.04 |
| 8443.06 | 8443.07 | 8450    | 8455.05 | 8455.06 | 8458.03 | 8458.11 | 8461.02 |
| 8463.07 | 8463.10 | 8463.12 | 8465.04 | 8465.09 | 8465.15 | 8465.19 | 8466.03 |
| 8467.01 | 8467.02 |         |         |         |         |         |         |

**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    | 8518.01 |
| 8519.04 | 8519.10 | 8526.01 | 8528.03 | 8529.04 | 8529.05 | 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 | 8804.08 |
| 8804.10 | 8804.15 | 8805.05 | 8806.02 | 8807.02 | 8809.01 | 8809.03 | 8812    |
| 8813.01 | 8813.02 | 8814.01 | 8816.03 | 8816.04 | 8818    | 8819    | 8820    |
| 8821    | 8822    | 8823    | 8824    | 8825    | 8826.01 | 8826.02 | 8827.02 |
| 8828.01 | 8828.02 | 8829    | 8830    | 8831    | 8832.06 | 8832.08 | 8834.01 |
| 8834.02 | 8836.03 | 8836.05 | 8837    | 8838.03 | 8838.04 | 8838.06 | 8838.11 |
| 8840.03 | 8840.04 | 8840.05 | 8840.06 | 9801    |         |         |         |