

Owner Occupied Payment Agreement Options

The Owner Occupied Payment Agreement is an option for people who own and reside in the property. The plan is designed to create an affordable repayment agreement on delinquent taxes, while also requiring the homeowner to stay current on new taxes as they become due each year.

There are two ways that the monthly payment amount can be determined. You may choose which way you want us to determine your payment.

Option 1 - A set amount based on your household income.

In this option you must disclose your household monthly income. Your monthly payment will be set as a percentage of your income. Depending on your income and household size, your payment will be 5%, 8%, or 10% of your monthly income.

Tier Four: Taxpayers whose monthly household income is at or below thirty percent (30%) of the Area Median Income will pay 5% of household monthly income. Your monthly payment will be at least \$25 a month.

Tier Three: Taxpayers whose monthly household income is above thirty percent (30%) but no more than fifty percent (50%) of the Area Median Income will pay 8% of household monthly income.

Tier Two: Taxpayers whose monthly household income is above fifty percent (50%) but no more than seventy percent (70%) of the Area Median Income will pay 10% of household monthly income.

Tier One: Taxpayers whose monthly household income is above seventy percent (70%) of the Area Median Income are **not eligible for Option 1.**

The monthly payment described above is for the delinquent taxes only. You will have to pay extra to cover your new taxes each year when they are due.

To apply for Option 1, complete the Application.

Option 2 – An individualized amount based on your household income and expenses.

In this option, you must disclose your household income and your full budget (how you spend your money in a month). We will review your income and expenses. **We reserve the right to disallow expenses that are not reasonable and necessary.** Any extra money in your budget must be paid to the property taxes. That amount will then be set as your regular monthly payment for the homestead payment plan. Your monthly payment will be at least \$25.

The monthly payment described above is for the delinquent taxes only. You will have to pay extra to cover your new taxes each year when they are due.

NOTE: If your household income is above 70% of the Area Median Income, the Department of Revenue has discretion to deny your homestead payment plan application.

To apply for Option 2, complete the Application and Supplement #2.

Owner Occupied Payment Agreement Instructions

1. Complete both pages of the application.
2. Submit two different proofs of residency (list below).
3. Submit proof of income.
4. If your name is NOT listed on the tax bill, you MUST complete Supplement #1 – Tangled Title. Include supporting documents listed in Supplement #1’s instructions.
5. If you are requesting Payment Plan Option #2, you MUST complete Supplement #2 – Expenses
6. Proof of Residency:

All taxpayers must submit 2 documents proving residency at the property. Documentation must include the taxpayer’s name and the property address. Acceptable documentation includes:

- 1) Government-issued ID that has not expired:
 - a. Photo ID issued by the U.S. Federal Government or the Commonwealth of Pennsylvania (including the Department of State Voter ID Card), *or*
 - b. PA Driver's License or Non-Driver's License Photo ID, *or*
 - c. U.S. Passport, *or*
 - d. U.S. Military ID – active duty and retired military (A military or veteran's ID must designate an expiration date or designate that the expiration date is indefinite. Military dependents’ ID must contain an expiration date.), *or*
 - e. Employee Photo ID issued by U.S. Federal Government, Commonwealth of Pennsylvania, Pennsylvania County or Municipal government
- 2) Utility Bills – PGW, Water Revenue, PECO, cable, or landline telephone from the last 6 months.
- 3) Voter Registration Card.
- 4) Employment/Income Tax records:
 - a. Pay stubs from current employer from the last 6 months, *or*
 - b. Most recent year’s W-2 form, *or*
 - c. Most recent year’s state or federal income tax records
- 5) Government-issued benefit or award letter (federal, state, or local) from the last 12 months:
 - a. Social Security, SSI, DPW, or SNAP (food stamp) benefit award letter or COMPASS print-out
 - b. Unemployment compensation award letter
 - c. LIHEAP award letter
 - d. Homestead Exemption award letter or OPA print-out showing Homestead Exemption has been approved
- 6) Mortgage statement from the last 6 months.
- 7) Student loan billing statement from the last 6 months.
- 8) Bank statement from the last 6 months.

7. Submit completed application in person to: Revenue Department – Taxpayer Services
1401 John F. Kennedy Blvd, Concourse
Philadelphia, PA 19102

Submit completed application by mail to: Revenue Department – Taxpayer Services
P.O. Box 806
Philadelphia, PA 19101

E-mail completed application to: revenue.payment.agreement@phila.gov

OWNER OCCUPIED PAYMENT PLAN APPLICATION

Applicant Name: _____

Property Address: _____

OPA Account Number: _____

Mailing address: _____

Phone: (h) _____ Phone: (c) _____

Do you want us to communicate with anyone else about this application? _____

If yes, give name and contact info: _____

Is your name on the deed? _____ If you answered "No", you must complete Supplement #1 regarding equitable ownership.

Is your name on the property tax bill? _____ If you answered "No", you must complete Supplement #1 regarding equitable ownership.

Do you reside in the property? _____

How many people live in your household? _____

What is your monthly household income? _____ The income must be itemized on page 2.

Are you applying for (circle one): Option #1 – payment based on income

Option #2 – payment based on household income and expenses
(Individual Financial Assessment)

Please explain the financial hardship or other reason that you are unable to pay your delinquent taxes in full at the present time.

I declare that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge, information and belief.

Applicant's Signature

Date

APPLICATION (page 2)

Complete the chart below to reflect your normal monthly household income.

Income Source	Applicant	Spouse	Household members	Total
Take-Home (net) Pay				
Net Self-Employment Income				
Social Security Benefits (include SSI, SSD, etc.)				
Pension				
Public Assistance (cash only)				
Unemployment Compensation				
Worker's Compensation				
Rental Income				
Room or Board From Non-Household Members				
Child Support/Alimony				
Income From Assets				
Other _____				
Other _____				
TOTALS				

Proof of income: For each income listed, please attach proof of that income. Acceptable proof of income includes pay stubs, benefits awards letters, or similar documentation.

Your owner occupied payment plan will not be approved if proof of income is not provided for each income source listed above.

SUPPLEMENT #1 – TANGLED TITLE

You should complete this form if your name is not on the deed to your property but you believe that you have an ownership interest in the property.

You must submit supporting documentation with this form. Please see pages 2-3 for more details.

I, _____, hereby make the following statements of fact subject to the penalties of 18 Pa.C.S. § 4909 relating to unsworn falsification to authorities, that to the best of my knowledge, information, and belief:

1. I currently reside at _____, Philadelphia, Pennsylvania (“the property”).

2. I have resided at this address for _____ years and _____ months. I have not moved or maintained a primary residence at any other address during this timeframe.

3. I have an ownership interest in the property because (check any that apply):

(a) _____ I inherited the property from _____
(name of owner of property), whose relationship to me is _____
_____. I inherited the property in _____
(month) _____ (year) (usually, when the owner on the current deed died).

(b) _____ I purchased the property from _____
(name of owner of property) through a rent-to-own agreement in _____
(month) _____ (year).

(c) _____ I have some other ownership claim to the property, which I describe further here:

_____.

4. I intend to take all reasonable efforts to obtain a deed to the property within the next 3 years.

Signature: _____

Date: _____

Required Documentation If You Have a Tangled Title

If your name is not on the deed to your property but you believe that you have an ownership interest in the property, you must submit one of the pieces of documentation listed below.

- 1) Proof showing that you lived in the property at least 14 years ago.
- 2) If you were the owner listed on the deed *but* a fraudulent deed was recorded taking title out of your name:
 - a. A police report that you have filed for the fraudulent deed (“property theft”), *or*
 - b. Proof of court action (e.g., a “complaint”) that has been filed in court to get rid of the fraudulent deed.
- 3) If your relative (or someone else you have a claim to the property through) was the owner listed on the deed (the “original owner”) *but* a fraudulent deed was recorded taking title out of the original owner’s name:
 - a. The deed where the original owner got title AND the death certificate of the original owner AND documentation from one of the categories listed below (numbers 4 through 10) showing your connection to the original owner, *or*
 - b. A police report that you have filed for the fraudulent deed (“property theft”) AND documentation from one of the categories listed below (numbers 4 through 10) showing your connection to the original owner, *or*
 - c. Proof of court action (e.g., a “complaint”) that has been filed in court to get rid of the fraudulent deed.
- 4) A deed that puts title into your name that is notarized, but which has not been recorded at the Recorder of Deeds.
- 5) A divorce decree, or other family court order, that gives you title to the property.
- 6) Letters Testamentary or Letters of Administration that name you as the executor/administrator of the property owner’s estate – either a certified copy or a copy with the Register of Wills’ seal on it.
- 7) The property owner’s death certificate AND a marriage certificate that shows that you and the property owner were married – either certified copies or copies with the Pennsylvania Department of Health’s seal on it.
- 8) The property owner’s death certificate AND your birth certificate that lists the property owner as your mother or father – either certified copies or copies with the Pennsylvania Department of Health’s seal on it.
- 9) The property owner’s will that leaves the property to you AND the property owner’s death certificate (the death certificate must be either a certified copy or a copy with the Pennsylvania Department of Health’s seal on it). If the property owner’s will leaves the property to someone else, and that other person then left a will leaving the property to you, you should provide wills and death certificates for both people.
- 10) A rent-to-own agreement (AKA lease/purchase agreement or installment land contract) signed by the property owner AND documentation showing that you have made payments to the property owner in at least 3 different months.
- 11) A letter from an attorney who is helping you get title to the property – The letter should be on the law firm’s letterhead; explain the facts and your legal claim to the property; state that the attorney is representing you to help you obtain title; state that the attorney will notify the City if he/she stops representing you; and include the attorney’s Pennsylvania attorney identification number.
- 12) A letter from a legal services agency that is helping you get title to the property – The letter should be on the agency’s letterhead; explain the facts and your legal claim to the property; state that the agency is looking for an attorney to help you obtain title; state that the agency will notify the City if it is not able to

find an attorney to help you; and include the Pennsylvania attorney identification number for an attorney at the agency.

**You can submit documents from multiple categories above to show your ownership interest in the property. For example, if your mother entered into a rent-to-own agreement with the property owner and your mother has passed way, you can provide documentation from category 10 (proving the rent-to-own agreement) and from categories 6, 8, or 9 (proving your relationship with your mother).

If your application for a payment plan is approved based on this documentation, you will have 3 years to take “good faith” steps to obtain legal title to your home (get your name on the deed).

SUPPLEMENT #2 – EXPENSES (page 1)

This form is ONLY to be used if you want a payment based on a comparison of your income and expenses (Payment Option #2).

Skip this form if you have elected a payment based on a percentage of your income (Payment Option #1).

NAME: _____

OPA ACCOUNT #: _____

Complete the chart below to reflect your average monthly household expenses.

NOTE: We reserve the right to disallow expenses that are not reasonable and necessary.

<u>Housing Expenses</u>		<u>Living Expenses</u>			
Mortgage (1 st)		Housing Allowance (people in home x \$40)		Car Insurance	
Mortgage (2 nd)		Telephone		Car Maintenance (oil changes, repairs)	
Current Year Property Taxes		Groceries (exclude food stamps)		Car Loan	
Homeowner's Insurance		Clothing		Transportation (gas, SEPTA)	
Electric		Laundry		Child Support/ Alimony	
Gas		Toiletries and Paper Goods		Tithe/Religious Donation (no more than 10% of income)	
Water		Other Household Goods		Life Insurance	
Sewer		Medical and Dental Expenses		Other _____	
Oil		Medical and Dental Insurance		Other _____	
Home Maintenance		Prescriptions		Other _____	
Housing SUBTOTAL		Living Expenses SUBTOTAL		Living Expenses SUBTOTAL	

TOTAL HOUSEHOLD EXPENSES: _____

SUPPLEMENT #2 – EXPENSES (page 2)

This form is **ONLY** to be used if you want a payment based on a comparison of your income and expenses (Payment Option #2).

Skip this form if you have elected a payment based on a percentage of your income (Payment Option #1).

- A. Total Household Income \$ _____
- B. Total Household Expenses \$ _____
- C. Amount Available for Monthly Tax Payment \$ _____
(A – B = C)

The minimum monthly payment is \$25. If line C is less than \$25, the homeowner should explain how he/she will be able to pay the minimum monthly payment (\$25) if approved for an Owner Occupied Payment Agreement:

I declare that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge, information, and belief.

Applicant's Signature

Date

Applicant's Printed Name

OPA Account Number