

## **Franklin County Property Tax Assistance Program Application Instructions**

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### **What is the Property Tax Assistance Program? (PTAP)**

The Property Tax Assistance Program is a group that assists qualifying seniors with onetime financial assistance of partial or full payment of current homeowner taxes. PTAP does not pay any taxes in arrears. PTAP also provides connections to resources to assist in helping clients pay future taxes. The funds are provided through a limited donation source, not tax dollars, not public money or use of any senior levy funding.

### **Who can apply for Property Tax Assistance Program?**

Applicants must be aged 60 years or older. The property must be owned and occupied by the applicant as their primary residence. The applicant must only own one property. Applicant must meet income eligibility which is income below 150 percent of the federal poverty level for the relevant tax year. For 2019 income eligibility is at or below \$18,735 for a single person and \$38,625 for a family of four.

### **How do I apply?**

You may contact the Franklin County Auditor's Office at 614-525-HOME or download an application online at [www.franklincountyauditor.com](http://www.franklincountyauditor.com), under "Real Estate." You may submit a signed application or submit an application over the phone or by email to **PTAP@franklincountyohio.gov**. You can apply between November 20<sup>th</sup> and December 20<sup>th</sup> for the 1<sup>st</sup> half tax collection and between April 20<sup>th</sup> and May 20<sup>th</sup> for the 2<sup>nd</sup> half tax collection. Applications received after 5 p.m. on December 20<sup>th</sup> for the first half or May 20<sup>th</sup> for the second half will not be considered. After the initial application, applicants must complete an interview either in-person or by phone by 5:00pm on May 30<sup>th</sup> for the 1<sup>st</sup> half tax collection and December 30<sup>th</sup> for the 2<sup>nd</sup> half tax collection.

### **What is the process after I apply?**

Once you apply, the Auditor's office will forward your application to the appropriate Property Tax Assistance Program committee member. They will contact you to verify and supplement your application. You should gather all monthly bills, benefit program information, and any other documentation of income and expenses for all household members in preparation for the interview. If you did not sign your application when you submitted it to the Auditor's office, a board member will assist in completing and signing the application either in hard copy or electronically. Once the needed information has been provided and the application signed, it will be forwarded to the PTAP committee for review. All applicants will be notified of PTAP committee decisions by postal mail.

### **How is the request decided?**

The PTAP Committee is made up of professionals across community agencies, including the Franklin County Office on Aging, Central Ohio Area Agency on Aging, Franklin County Auditor's Office and Franklin County Treasurer's Office. The decision to approve or deny assistance is based on available donated funds, applicant meeting all requirements, and applicant ability to pay taxes in the future. All PTAP Committee decisions are final.

All decisions by the PTAP Committee are final. There is no appeals process. You are welcome to re-apply for PTAP assistance in the future.

# Franklin County Property Tax Assistance

## Program Application

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Applicant Information	
Name	
Date of Birth	
Street Address	
City, State, Zip Code	
Phone Number	
Number of People in Household	
Are you a veteran?	
Parcel ID# (if unknown leave blank)	
Do you own the above referenced property?	
Amount of Assistance Requested	\$
Total Household Income	\$
Please include all income and cash or cash equivalent benefits (e.g. SNAP/food stamps) for all household members. The team member will ask for additional details of income and expenses during the follow up interview.	

By signing the line below, I am acknowledging that I have read and understood the above information. I understand by applying for PTAP that I am not guaranteed that my taxes will be paid. I understand if the tax payment is awarded, payment will be made directly to the Treasurer's office; I will not be receiving any funds or payments directly. I also acknowledge the PTAP committee will be accessing public records related to my taxes and property. Information contained in this application is true and correct to the best of my knowledge.

\_\_\_\_\_ Date \_\_\_\_\_

Applicant signature

The application can be submitted without signature, but a signature must be given before conclusion of interview process.

Office use only: DO NOT SIGN

How was application received:  Hard Copy by mail or in-person  By phone  By email

Received by: \_\_\_\_\_ Date: \_\_\_\_\_