

**INSTRUCTIONS FOR COMPLETING FORM
FILING DEADLINES AND SCHEDULE OF DEDUCTIONS**

An application for a deduction from the current year's value must be filed by December 31 for property that is destroyed or damaged in the first nine months of the year. For property damaged in the last three months of the year, the filing deadline is January 31 of the following year. Any deduction from value approved will affect the tax bills due the following year. The amount of the deduction equals a percentage of the reduction in value caused by the damage or destruction. That percentage is determined by the calendar quarter in which the damage occurred. The filing deadline and percentage deduction allowed for each calendar quarter are shown below.

CALENDAR QUARTER IN WHICH PROPERTY WAS DAMAGED	APPLICATION DEADLINE	PERCENTAGE DEDUCTION ALLOWED
JANUARY – MARCH	DECEMBER 31	100%
APRIL – JUNE	DECEMBER 31	75%
JULY – SEPTEMBER	DECEMBER 31	50%
OCTOBER – DECEMBER	JANUARY 31	25%

LINE INSTRUCTIONS:

LINES 1, 2,

AND 3: Enter owner's full name, mailing address, and daytime phone number.

LINE 4: Enter parcel number(s) of damaged property. This number is shown on your tax bill.

LINE 5: Enter the full address of the damaged property.

LINE 6: Enter name of county where damaged property is located.

LINE 7: Enter date the damage or destruction occurred.

LINE 8: Explain cause of damage: fire, flood, intentional demolition, etc.

LINE 9: Describe the damage to the property, attach additional pages if necessary.

LINE 10: Enter your best estimate of the reduction in the property's value caused by the damage.

LINE 11: If property is insured, show the amount the insurance company paid or will pay, if available.

OWNER'S SIGNATURE: Sign and date the application at the bottom and have your signature notarized. If the owner's signature is not notarized, the section below must be completed and notarized.

AFFIDAVIT OF TWO DISINTERESTED PERSONS

If the owner's signature is notarized on the front of this application, this affidavit is not necessary.

_____ and _____

being duly sworn, say that they are residents of the municipal corporation or township in which the above property is or was situated, that neither of them has any interest therein, and that property was destroyed or injured on the date shown above.

Signed _____

Sworn to and signed in my presence, this _____

Day of _____

NOTARY PUBLIC