APPLICATION FOR REAL PROPERTY TAX EXEMPTION FOR CAPITAL IMPROVEMENTS TO RESIDENTIAL PROPERTY  
(Real Property Tax Law, Section 421-f)  
(Instructions for completing this form are contained in Form RP-421-f-Ins) 

1. Name and telephone no. of owner(s)  

2. Mailing address of owner(s) 

Day No. (    )_______________________  
Evening No. (    )____________________ 

3. Location of property (see instructions) 

Street Address 

School District 

City/Town 

Village (if any) 

Property identification (see tax bill or assessment roll) 

Tax map number or section/block/lot ________________________________ 

4. Property for which exemption is sought is a ___one family/___two family residence. (check one) 

5. a. Square footage of residence without improvement_______square feet 

b. Square footage of residence with improvement______square feet 

c. As measured by square footage in question 5b, is more than one-half of the residence at least five years old? ___yes ___no 

6. a. Date of commencement of construction of improvement ____________ 

b. Date completed (attach copy of certification of occupancy or other documentation of completion) ________________ 

7. Describe the improvement for which exemption is sought (attach additional sheets if necessary). 

________________________________________________________________________ 

________________________________________________________________________ 

________________________________________________________________________ 

8. Cost of improvement: $______________ (supply documentation)
Certification

I, ____________________________, hereby certify that the information on this application and any accompanying papers constitute a true statement of fact.

____________________________________          ____________________
Signature of Owner                                                Date

FOR ASSESSOR’S USE

1. Date application filed: ____________________
2. Applicable taxable status date: ____________________
3. Action on application: __________Approved     __________Disapproved (Reason):
   __________________________________________________________________________
4. Assessed valuation of parcel including improvement: $_______________
5. Assessed valuation of parcel excluding improvement: $_______________
6. Assessed valuation of improvement eligible for exemption: $_______________*
   (4. minus 5.)

   *This figure is the “exemption base” and must be recalculated in any year in which there is a change in level of assessment of 15 percent.

   Percent Amount      Dollar Amount
   City/Town            _____%          $___________
   Village              _____%          $___________
   School District      _____%          $___________
   County               _____%          $___________

   Assessor’s signature                                                Date