

LERTA APPLICATION STEPS

- You may file a LERTA application if you meet the requirements of 353.01 or 355.03 Definitions of the City Codified Ordinance Title Seven – Property Tax Abatement Article - Ordinance 6459 or 6460.
- Determine whether your project will be completed in phases or steps. LERTA applications must agree with the building permits.
- When your building permit is approved, you may start construction and apply for LERTA within 30 days of the permit approval. If construction is **started before** building permits is approved, the LERTA application **will not be accepted**.
- All blocks from 1 through 11 must be completed with the correct information or it will be returned to the applicant.
- Within 30 days from applying, if there are not objections from the various municipal bodies, you will receive a letter from the LERTA Coordinator along with the yellow and orange copies of the application.
- The tax assessor along with the Codes office will do an initial inspection of the project.
- The project **must be completed** by the **expiration date of the building permit** for the LERTA application to be considered for approval. Any application that is older than **2 years** will be deemed **expired and will not be approved**.
- When the project is completed, you must do the following:
 1. Complete Box 13 on the yellow copy of the LERTA application;
 2. Submit completed application, a \$500.00 check and a copy of the Occupancy Permit to the LERTA Coordinator.
 3. **Note: Completed LERTA application must be filed within 90 days of obtaining an occupancy permit.**
- The Codes office will do a final inspection of the project.
- If the final inspection by the Codes office is approved, the tax assessor's office will be notified to proceed with a reassessment of the property. You will be notified that the assessor's office has been notified.
- When reassessment is received from the tax assessor, the different municipal bodies along with you will be notified of the abatement amount.

If you have any questions, please contact the LERTA Coordinator at 327-7552.

- Pre - Application
 Regular Application

CITY OF WILLIAMSPORT - LERTA APPLICATION

**FOR EXEMPTION FROM REAL ESTATE TAXES ON
IMPROVEMENTS TO COMMERCIAL/INDUSTRIAL PROPERTIES**

1. Property Location	2. Ward	3. Permit Number	4. Date of Issue
Address :	5. Date of Start of Improvements		6. Current Property Assessment <u>Land</u> <u>Building</u>
Tax Parcel :	8. Estimated Cost of Improvements		9. Estimated Number of Jobs Created
7. (Owner) If Joint Ownership; Provide Names	10. Description of Improvements:		

11. I hereby apply for exemption from Real Estate Taxes on the property listed in Block #1 above based on the improvements in Block #10. I/We certify that I/We are the Owners of the above listed property.

Owner

Owner

Date

APPLICANT DO NOT WRITE IN THIS BOX

12. Initial Code Inspection: ___ Approved ___ Disapproved Date: ___ Initial: ___
Final Code Inspection: ___ Approved ___ Disapproved Date: ___ Initial: ___

13. To be executed on an approved COPY 2 after completion of the improvements and returned to:
LERTA COORDINATOR, DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPEMNT,
245 WEST FOURTH STREET, WILLIAMSPORT, PA 17701.

I/We certify that the improvements described on Block #10 have been completed

Month

Day

Year

Owner

Owner