

**Application for Homestead Classification - Please read the back of this form before**

**completing.** You must own and occupy the property either on January 2 or December 31, and the application must be returned to your assessor's office by December 31 to be eligible for homestead classification for taxes payable in the following year.

**Section 1 – Property information**

*Please provide the following information pertaining to the property on which you are claiming homestead.*

Property ID Number	<b>CONDO/TOWNHOME OWNERS:</b> Do you have a separate garage unit, storage unit or parking space that has a different property ID number? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address of Property	City	Zip	
Is this also the <b>occupant's</b> mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what is the occupant's complete mailing address:			

**Section 2 – Previous residence**

**Previous address required per State of Minnesota in order to prevent homestead fraud.**  
*Failure to provide your previous address AND your move out date could result in a delay in processing your application*

Previous Address	Was this property homesteaded by you or your spouse? <input type="checkbox"/> Yes <input type="checkbox"/> No		
City	State	Zip	County
Your move out date*	<b>*If your previous address was homestead, you must notify the county in which it was located that you have vacated the property. Failure to do so could result in the loss of both homesteads.</b>		

**Section 3 – Occupant(s) claiming homestead on property**

**This section is to be completed by all adult occupant(s) claiming homestead on the property.**  
*Each section below must be completed in full by each occupant.*

**OCCUPANT 1** Last Name First Name Middle Initial Social Security # or ITIN # (if ITIN - include IRS letter)

Are you listed as an owner on the deed? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date Owned:</b>	<b>Your Move In Date:</b>
Applying as a relative of the owner <input type="checkbox"/> Yes <input type="checkbox"/> No		
What is your marital status? <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Legally Separated		
<b>If married, does your spouse occupy the property? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If yes, spouse must complete application</b>		
Signature (Occupant 1) <b>X</b>	Date	Daytime Phone Number

**OCCUPANT 2** Last Name First Name Middle Initial Social Security # or ITIN # (if ITIN - include IRS letter)

Are you listed as an owner on the deed? <input type="checkbox"/> Yes <input type="checkbox"/> No or are you	<b>Date Owned:</b>	<b>Your Move In Date:</b>
Applying as a relative of the owner <input type="checkbox"/> Yes <input type="checkbox"/> No		
What is your marital status? <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Legally Separated		
<b>If married, does your spouse occupy the property? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If yes, spouse must complete application</b>		
<b>Is Occupant 1 your spouse? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>		
Signature (Occupant 2) <b>X</b>	Date	Daytime Phone Number

**Failure to fully complete the application can result in a fractional homestead or denial of the homestead classification on the property described in Section 1.**

Making false statements on this application is against the law. Minnesota Statutes, section 609.41, states that anyone giving false information in order to avoid or reduce their tax obligations is subject to a fine of up to \$3,000 and/or up to one year in prison.

By signing this application, I certify that the information on this form is true and correct to the best of my knowledge. I also certify that I am a Minnesota resident, and I occupy the property described in Section 1 as my primary place of residence.

# Applying for the owner occupied homestead classification

## Who is Eligible for Homestead?

If you own and occupy your own property, you may be eligible for homestead treatment.

Classification as a residential or agricultural homestead may make your property eligible for a reduced classification rate and/or a reduced taxable value, or may make you eligible for special program enrollment and the Property Tax Refund program.

You must have owned the property and occupied it as your primary residence by no later than **December 31** of the current year to be eligible for homestead for taxes payable next year.

## How to Apply

Complete the entire application fully and legibly. Mail the application to your county assessor within 30 days of establishing homestead, but no later than **December 31** of the current year to be eligible for homestead in the next payable tax year.

Applications do not need be submitted annually in order to continue receiving homestead; however, the assessor may ask for an updated application at any time.

**All owner-occupants and spouses who occupy the property must provide Social Security numbers and sign the form.**

If your property is **owned by a trust**, the grantor, grantor's surviving spouse, grantor's relative, or grantor's surviving relative must sign the application (depending on who is seeking homestead).

Ramsey County Assessor – Homestead Unit  
(651) 266-2040  
[www.ramseycounty.us](http://www.ramseycounty.us)  
Email: AskHomesteads@co.ramsey.mn.us

**Please return this application to:** Ramsey County Assessor – Homestead Unit  
P.O. Box 64097  
Saint Paul, MN 55164-0097

## Required information

If any owners do not occupy the property, you must furnish the assessor with the names and addresses of the owners on the non-occupant owner form.

If any spouses do not occupy the property, you must furnish the assessor with the names and addresses of the spouses on the non-occupant spouse form.

If more than two owners occupy the property, please attach another form with the Owner/Occupant Information section completed.

## Use of information

The information on this form is required by Minnesota Statutes, section 273.124 to properly identify you and determine if you qualify for homestead. Your Social Security number is required. If you do not provide the required information, your application will be denied. If you provide your Social Security number thereafter, the effective date of the homestead classification may be delayed. Your Social Security number is considered private data for purposes of establishing homestead.

The Social Security number(s) you provide on this form will not be disclosed to the public, but may be shared among government officials for tax collection and administration purposes.

You can refuse to provide the information on this form. However, failure to provide this information may result in a fractional homestead or denial of the homestead classification.

## SSN/ITIN

An ITIN can only be used in situations where one spouse has a Social Security number and the other spouse does not. ITINs are not an acceptable alternative to Social Security numbers in any other case.

The Social Security number(s) you provide on this form will not be disclosed to the public, but may be shared among government officials for tax collection and administration purposes.

## Penalties

**Making false statements on this application is against the law.** Minnesota Statutes, section 609.41, states that anyone giving false information in order to avoid or reduce their tax obligations is subject to a fine of up to \$3,000 and/or up to one year in prison.

If you falsely claim homestead, penalties may also be assessed in the amount of the tax that would have applied to your property had it not been considered homestead.

(Minnesota Statutes, section 273.124, subdivision 13, paragraph h)

## Changes to your Property

**State law requires you to notify the county assessor within 30 days if any of the following changes occur: you add/remove an owner, sell the property, vacate the property, sell the property, change your mailing address, or change your marital status.**

If you fail to notify the county assessor within 30 days of the change, the property may be assessed the tax that is due on the property based on its correct property class plus a penalty equal to the same amount.

**Attention new owners:  
Please include a copy of  
your deed and the  
Certificate of Real Estate  
Value.**