

ONE TIME ONLY PENALTY WAIVER REQUEST FORM

**Property owners may request a waiver to avoid paying a penalty for a late property tax payment.
CURRENT YEAR TAXES ONLY**

PIN (Property ID Number): _____

Owner of property: _____

Owner/taxpayer mailing address: _____

City/State: _____ Zip Code: _____

Name and address of party requesting waiver: _____

Role at the company (if applicable): _____

Property address: _____

A penalty waiver will be granted one time only and must be requested in the current tax year.

- The owner may request one penalty waiver per parcel once every 10 years.
- Penalty waivers can only be requested by the property owner or an authorized signer:
 - Owner ○ CEO/CFO/President or VP ○ Controller
 - Spouse ○ POA/Personal Representative
- The waiver may be applied to either the first or second half, not both.
 - Completed first-half waivers and tax payment must be received postmarked between May 16 and Oct. 15.
 - Completed second-half waivers and tax payment must be received postmarked between Oct. 16 and Dec. 20.
- The owner must ensure that payment and the signed waiver are received and accepted by the due date.
- Please complete one form for each parcel if requesting penalty removal for multiple properties.
- If penalty removal results in an overpayment of taxes, the balance will be applied as a pre-payment for the next tax cycle unless otherwise instructed.
- To submit a waiver, print, complete, and sign this form and send it along with your tax payment.

Waivers will **not** be granted if:

- The parcel has delinquent taxes or a Confession of Judgement contract.
- The owner has used the waiver on this parcel in the last 10 years.
- The party requesting the waiver is *not* authorized to do so:
 - Previous owner ○ Title company ○ Manager
 - (if the parcel was recently sold) ○ Accountant ○ Supervisor
 - Relative other than a spouse ○ Tenant/Lessee
 - Property management company

By signing this form, I am stating that I understand the conditions of this request and agree to the terms above.
More at ramseycounty.us/paypropertytax or by calling 651-266-2000.

Signature: _____

Day-time phone: _____ Date: _____

Email address: _____

OFFICE USE ONLY:	
<input type="checkbox"/> OWNER	<input type="checkbox"/> APPROVE
<input type="checkbox"/> DELQ	<input type="checkbox"/> DENY