



# APPLICATION FOR PARTIAL TAX EXEMPTION FOR REAL PROPERTY OF SENIOR CITIZENS

Cordova Recreation and Park District is granting a partial tax exemption for qualified property owners on the parcel tax – Measure J/CFD 2016-01. The CRPD Board of Directors approved a 20% reduction of the above parcel tax for residential property that is owned and the principal residence of adults aged 65 years or older in the qualifying tax year.

In order to apply, a signed and completed senior partial tax exemption application must be submitted by the deadline to the CRPD District office or the Neil Orchard Senior Activities Center.

## THE COMPLETED APPLICATION INCLUDES:

1. The Application for Partial Tax Exemption for Real Property of Senior Citizens form
2. Current Property Tax Bill (COPY)
3. Proof of age (COPY of Driver's License, birth certificate, passport or State ID Card)
4. Proof of residence (COPY of one of the following utility bills that contains your name, physical address of the property and dated within six months of the application date: SMUD/PG&E, TV, cable, phone or Internet. NOTE: Garbage, water or sewer bills are NOT applicable)
5. Pages from Trust Instrument (if applicable)

If ownership of your home is held under a **Trust Instrument**, please submit a copy of the following pages:

- First page
- The Page that names applicant as Beneficiary of the Trust or the page that states the trust is to be applied for applicant's benefit
- Signature Page
- Property Description Page, within trust (Exhibit/Schedule), referencing the parcel /lot number for applicant's property or property address

## IMPORTANT NOTIFICATIONS:

- All timelines and procedures for establishing an exemption must be strictly observed; retroactive exemption requests will not be recognized or awarded
- No refunds will be made of taxes paid on property for which the property owner did not establish a timely exemption
- This partial tax exemption is for parcel tax - Measure J/CFD 2016-01; This discount is not applicable for any other parcel or property tax
- Applications will be accepted all year, but must be submitted by the application deadline to qualify for the upcoming year; Any applications submitted after the current year's deadline will be held for the following tax year
- Approved senior exemptions are continuous as long as applicants remain eligible; applicants are not required to re-apply each year

**FOR QUESTIONS EMAIL [communications@crpd.com](mailto:communications@crpd.com) or call 916-382-8633**

**RETURN COMPLETED APPLICATION (IN-PERSON OR MAIL) TO:**

Cordova Recreation & Park District  
ATTN: Senior Discount Processor  
2729 Prospect Park Drive, Suite 230  
Rancho Cordova, CA 95670

**OR**

Neil Orchard Senior Activities Ctr  
ATTN: Senior Discount Processor  
3480 Routier Road  
Sacramento, CA 95827



# APPLICATION FOR PARTIAL TAX EXEMPTION FOR REAL PROPERTY OF SENIOR CITIZENS

**APPLICATION MUST BE SUBMITTED BY MAY 31 OF QUALIFYING TAX YEAR**

## QUALIFICATION REQUIREMENTS

- be 65 years of age or older by July 1 of qualifying tax year
- be the owner and occupy the property as the main residence
- submit application in-person or by mail with required paperwork
- does not apply to retroactive years

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ATTN: Senior Discount Processor  
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Rancho Cordova, CA 95670

**OR**

Neil Orchard Senior Activities Ctr  
ATTN: Senior Discount Processor  
3480 Routier Road  
Sacramento, CA 95827

## REQUESTOR INFORMATION

Full Name of Owner #1: \_\_\_\_\_

Full Name of Owner #2: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### DOCUMENTATION CHECKLIST (Attach a copy for each of the following with application):

**Proof Of Ownership:**  Property Tax Bill

**Proof Of Age:**  Driver's License  Birth Certificate  Other: \_\_\_\_\_  
(Choose one)

**Proof Of Residency:**  SMUD/PG&E Bill  TV/Cable/Internet Bill  Phone Bill  
(Choose one)

**Trust Instrument:**  First Page, Beneficiary Of Trust, Signature Page, Property Description Page  
(If applicable)

**I (we) certify that all statements made on this application are true and correct to the best of my (our) belief and I (we) understand that any willful false statement of material fact will be grounds for disqualification from further exemption.**

\_\_\_\_\_  
Signature of requestor #1

\_\_\_\_\_  
Signature of requestor #2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

#### CRPD Staff Use Only

Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proof of Ownership/Age/Residency submitted:  Yes  No

Application Approved:  Yes  No

If yes, what fiscal year? \_\_\_\_\_

If no, reason: \_\_\_\_\_