



HISTORIC PROPERTY TAX PROGRAM APPLICATION

PAGE 1

APPLICATION FOR RECLASSIFICATION AND VERIFICATION OF ELIGIBILITY

HISTORIC PROPERTY INFORMATION

1. Address of Historic Property _____
City _____ County _____ ZIP _____
2. Assessor's Parcel Number of Historic Property (or legal description) _____ - ____ - _____
(parcel number is on your tax bill, County Assessor website, or contact the County Assessor)

HISTORIC PROPERTY STATUS

3. Is this property listed on the National Register of Historic Places (NRHP)? YES NO
If no, STOP. This property cannot be in the historic property tax program.
If yes, what is the name of the historic district where the property is located (or name of individually listed property)? _____
4. Year the historic property was built _____

HISTORIC PROPERTY OWNER INFORMATION

5. Name of property owner on tax bill _____
Mailing address on tax bill (same as above)
City _____ County _____ State _____ ZIP _____
(note: property owner and mailing address must match tax bill or property deed)
Phone _____ - _____ - _____ Email _____
May we reply via email? YES NO
6. Do you live in this house? YES NO All of the the year? Or part of the year?
7. Does the property have another *non-income producing* use? If yes, Explain: _____
8. Do you rent this property? YES NO Is it a short-term rental, e.g., Airbnb? YES NO

CHANGES TO THE HISTORIC PROPERTY

9. Explain any changes you have made to the outside of the property since you have owned it. If this is a renewal, explain changes since the last application. (Examples: window replacement, remodels, additions, stucco, carport/garage, roof, new windows/doors). Email spt@azstateparks.gov if you need more space.

HISTORIC PROPERTY IMAGES

10. Attach two **current photographs** of the outside of the house. Photos should clearly show the front and the side of the house. Photos can be taken with a cell phone and printed out on computer paper. Write the address of the house on the back of the photos along with the date they were taken. **If you live in a high rise condo, you do not need photographs.**

OVER FOR PAGE 2



HISTORIC PROPERTY TAX PROGRAM APPLICATION

PAGE 2

APPLICATION FOR RECLASSIFICATION AND VERIFICATION OF ELIGIBILITY

AGREEMENT BETWEEN PROPERTY OWNER AND SHPO

11. By signing this form, I, the owner of the property, agree that:

- The information in this form is correct to the best of my knowledge.
- I agree to follow the Arizona State Parks Board rules and regulations, and *Arizona Revised Statute (ARS) 42-12101* through *ARS 42-12108*
- I agree to maintain my historic property according to the *Secretary of the Interior's Standards* and the *Arizona State Parks Standards Rule 12-8-306* (included in this form)
- I agree to provide the State Historic Preservation Office with any plans I have to change the outside of my historic property before I make the changes
- I agree to submit a condition status report if I am asked by the State Historic Preservation Officer
- I agree to allow the S.H.P.O. to view my property if I am asked by the State Historic Preservation Officer
- I understand the penalties of being removed from the program, per *ARS 42-12105*
- I understand that the reclassification is given for 15 years and is renewable every 15 years

Signature of property owner _____ Date _____

(only one property owner needs to sign this form)

SEND FORM

12. **MAIL THIS FORM AND THE TWO PHOTOGRAPHS TO THE COUNTY ASSESSOR'S OFFICE OF THE COUNTY WHERE THE HISTORIC HOME IS LOCATED** (addresses on page 6)

(DO NOT mail this form to the State Historic Preservation Office)

HELP

13. If you need help filling out this form or finding the information needed for this form, please contact your County Assessor. If you need information about your historic property, contact the State Historic Preservation Office at spt@azstateparks.gov or (602) 542-4009

STOP - END OF APPLICATION - DO NOT CONTINUE

ASSESSOR USE ONLY

____ - ____ - ____
BOOK MAP PARCEL

ITEMS 1, 2, 5, 6, 7, 8
HAVE HAVE NOT
BEEN VERIFIED BY THE
COUNTY ASSESSOR

By: _____

Date: _____

Notes:

The property herein meets the minimum maintenance standards of the Arizona State Parks Board (*Rule 12-8-306*)

The property herein is listed on the National Register of Historic Places within the _____ historic district

Or individually listed as _____ Date listed _____

I hereby certify that the described property **QUALIFIES** as a non-commercial historic property pursuant to *ARS 42-12101*

Signature _____ Date _____

The property herein is not listed on the National Register of Historic Places

The property herein does not meet the minimum maintenance standards of the Arizona State Parks Board (*Rule 12-8-306*)

The property herein is classified as a rental property with the County Assessor or being used for income-producing purposes per the County Assessor's Office

I hereby certify that the described property **DOES NOT** qualify as a non-commercial historic property pursuant to *ARS 42-12101*

Signature _____ Date _____



HISTORIC PROPERTY TAX PROGRAM APPLICATION

PAGE 3

INSTRUCTIONS - HOW TO FILL OUT THIS FORM

HISTORIC PROPERTY INFORMATION

1. Fill in the street address of the historic property you would like to receive the historic property tax reclassification. Include the city, county, and zip code.
2. Fill in the parcel number of the historic property. The parcel number is a six or seven-digit number unique to each property. It can be found on your tax bill, on the County Assessor's website, or by contacting the County Assessor.

HISTORIC PROPERTY STATUS

3. Indicate if your property is listed on the National Register of Historic Places. If your property is within a historic district, it must be listed as **contributing** to that historic district. If you are not sure if your property is listed on the National Register or contributing, contact SHPO.
4. If you know the year your property was constructed, fill it in.

HISTORIC PROPERTY OWNER INFORMATION

5. Enter the name of at least one of the property owners (the one that will sign this form) and their permanent mailing address. **This information must match your tax bill, property deed, or County Assessor's records.** If you have an email address and would like to receive your application response via email, fill it in and check yes.
6. Indicate if you (the property owner) live in the historic property, and if you live there full time or for only part of the year (snowbird/vacation home).
7. Indicate if this property has another non-income producing use, (e.g. nonprofit, church community). If no, leave this question blank. If an immediate family member lives in the property and does not pay rent, please contact the County Assessor for more information.
8. Indicate if you rent out this house, either as a long-term rental with a lease agreement, or as a short-term rental (like Airbnb, VRBO, etc).

CHANGES TO THE HISTORIC PROPERTY

9. Indicate if you have made any changes to the outside of the historic property since you have lived there. For example: if you have replaced the windows, created a new window or door, applied stucco, changed or enclosed a carport/garage, added onto the house, changed the roofline, painted any bricks, enclosed a patio or porch, built a new wall, etc.

HISTORIC PROPERTY IMAGES

10. One photograph should show the entire property and front yard, ideally from across the street. The other photo should show the side of the house, especially if any changes have been made to one side or another. If you live in a high rise condo, you do not need to attach any photographs.

AGREEMENT BETWEEN PROPERTY OWNER AND SHPO

11. This references the Arizona State Statues that govern the historic property tax program. Please note that it is highly unlikely the SHPO will request to view your property. By signing this form, you agree to follow the rules and Arizona State statues of the historic property tax program.



MAIL FORM AND PHOTOGRAPHS TO THE COUNTY ASSESSOR – DO NOT MAIL TO SHPO





HISTORIC PROPERTY TAX PROGRAM APPLICATION

PAGE 4

FREQUENTLY ASKED QUESTIONS

Where do I submit my application?

Mail your application to the County Assessor of the county where the historic property is located. Mailing addresses for the county assessors can be found on page 6. In Maricopa County ONLY, applications can be submitted online at https://www.mccassessor.maricopa.gov/forms/historic_tax/ by selecting the link to submit using the online form. The County Assessor will send your application to the State Historic Preservation Office. **Do not send the application to SHPO.**

When is the deadline to send in my application?

Send your application to the County Assessor by June 30th.

How long will it take to hear back about my application?

Due to staffing and the volume of applications, it may take several months for owners to hear back about their application. Property owners will receive a letter in the mail with an approval or denial, (or via email if selected on the application form).

What if I haven't heard back about my application?

If it has been 10-12 weeks and you have not received an email or letter in the US Mail about your application, please email spt@azstateparks.gov or call (602) 542-4009.

What if I don't have a camera or a printer?

Photographs can be taken with a cell phone and printed on computer paper. If you are unable to take any photographs, please contact the State Historic Preservation Office at 602-542-4009.

What if I live in a high-rise condominium?

High rise condos do not need to submit photographs, as the building exterior represents all units. For example: Phoenix Towers, Executive Towers, and Olympus Condominiums are all exempt from the photograph requirement.

If I am approved, how much will my taxes go down?

The State Historic Preservation Office cannot tell how much your property taxes will go down. If you have questions about property tax bills, please contact the County Treasurer.

If I am approved, when will my taxes go down?

If you submit your application before August, your taxes will go down next year. If you submit after August, your taxes will go down the year after next. If you have a question about your taxes, please contact the County Assessor.

Why did my taxes not go down?

If your application was approved, you will not see your taxes go down on your next immediate bill. If after 1.5 years your taxes have not gone down, please contact SHPO at spt@azstateparks.gov or (602) 542-4009. If your application was denied, you will get a letter in the mail explaining why.



HISTORIC PROPERTY TAX PROGRAM APPLICATION

PAGE 5

FREQUENTLY ASKED QUESTIONS

Do I need to live in the house?

The historic property needs to be your primary residence, which means you live in the house most of the time. It is okay if the home is a winter/summer or second home, as long as it is not rented while you are gone.

What if someone in my family lives in the home?

If an immediate family member lives in the home (parent, child, husband/wife, sibling, in-law, grandparent, or grandchild) and they do not pay you rent, contact the County Assessor to register your house as occupied by a “qualified family member”.

What if I inherit the house?

The tax reduction goes along with the property, no matter who owns it. If you inherit the house, you do not need to submit a death certificate. Marriage/divorce certificates are also not necessary.

What if I sell the house or buy a historic house?

Selling or buying a historic house does not affect the tax reduction as long as it remains a primary residence. If you would like to update the ownership information, email spt@azstateparks.gov

What if I rent out the house? What if I use it as a short-term rental?

Rental homes are not eligible for the tax reduction. Any property that generates income cannot get the tax reduction, including Airbnb, VRBO, etc.

What if I rent out my casita?

It is possible to do a mixed registration. Please contact the County Assessor if only part of your house is rented. The tax reduction will only apply to the non-rental part of the historic property.

When do I need to renew or reapply?

You need to renew every 15 years. You will get a renewal packet in the mail in year 14, and do not need to keep track yourself. When you receive the renewal packet, fill out the form and return it to the County Assessor. There is no limit for how many times you can renew. For Maricopa County ONLY, you can renew online at https://www.mcassessor.maricopa.gov/forms/historic_tax/ by clicking the link to submit the form online. There is no difference between renewal and first-time forms.

Why did I get a renewal form if it is not time for me to renew?

This is likely an error. If you receive a renewal form when it is not time to renew, you do not need to do anything, but are welcome to confirm with SHPO.

How will this affect my property value?

If you have questions about your property value, please contact the County Assessor.

Can I remove my house from the historic property tax program?

Yes, please send a written request to remove your house from the historic tax program to spt@azstateparks.gov or SHPO, 1110 W Washington - St Suite 100, Phoenix, AZ 85007.



HISTORIC PROPERTY TAX PROGRAM APPLICATION - PAGE 6

COUNTY ASSESSOR CONTACT INFORMATION

APACHE COUNTY (928) 337-7624 Apache County Annex – 1 ^{FLR} 75 W CLEVELAND ST PO BOX 770 ST JOHNS, AZ 85936	COCONINO COUNTY (928) 679-7962 110 E CHERRY AVE FLAGSTAFF, AZ 86001	COCHISE COUNTY (520) 432-8650 PO BOX 168 BISBEE, AZ 85603
GRAHAM COUNTY (928) 428-2828 921 THATCHER BLVD SAFFORD, AZ 85546	GREENLEE COUNTY (928) 865-5302 253 5TH ST CLIFTON, AZ 85533	GILA COUNTY (928) 402-8714 1400 E ASH STREET GLOBE, AZ 85501
LA PAZ COUNTY 928-669-6165 X 0 1112 JOSHUA AVENUE SUITE 204 PARKER, AZ 85344	MARICOPA COUNTY 602-506-3406 301 W JEFFERSON ST PHOENIX, AZ 85003	MOHAVE COUNTY (928) 753-0703 700 W BEALE ST KINGMAN, AZ 86402
NAVAJO COUNTY (928) 524-4095 PO BOX 668 HOLBROOK, AZ 86025	PIMA COUNTY (520) 724-8630 240 N STONE AVE TUCSON, AZ 85701	PINAL COUNTY (520) 866-6361 31 N PINAL STREET BUILDING E FLORENCE, AZ 85132
SANTA CRUZ COUNTY 520-375-8030 2150 N CONGRESS DR SUITE 102 NOGALES, AZ 85621	YAVAPAI COUNTY (928) 771-3220 1015 FAIR ST PRESCOTT, AZ 86305	YUMA COUNTY (928) 373-6040 2550 S 4TH AVE YUMA, ARIZONA 85364