

# Lake County Housing Authority 2021 Tax Abatement Housing Choice Voucher (HCV) Landlord-Owner Application

Please Print on Application Carefully

## **1. Landlord / Owner Information**

### A. Applicant Name/Mailing Address

(If the Applicant and Owner are the same, write "Same as applicant" under section B.)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### B. Property Owner/Taxpayer Information

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

## **2. Qualifying Tenant/Property Identification**

IS YOUR PROPERTY ELIGIBLE? Your property must be located in a qualifying Township AND a qualifying Census Tract. Review the information on Pages 3-5. To help you fill out this section.

A. Property is in TOWNSHIP OF \_\_\_\_\_ (See Page 3 on how to find Township)

B. Property is in CENSUS TRACT \_\_\_\_\_ (See Page 3 on how to find Census Tract)

C. Tenant's name **in unit on 1/1/21:** \_\_\_\_\_  
(Tenant must be Voucher holder. Use a separate sheet of paper to list more tenants)

D. HCV Property Street \_\_\_\_\_

City \_\_\_\_\_ ZIP: \_\_\_\_\_

E. Parcel Index Number (PIN)

**3. Application and Processing Fees**

A. \_\_\_\_\_ Total Number of units at this PIN

B. \_\_\_\_\_ Total **Qualifying** Units claimed for Tax Abatement.  
(Number of units leased to voucher holders on January 1, 2021 and are currently in compliance with local building codes as well as Housing Quality Standards)

Application Fee is \$50.00 (A separate \$50.00 fee and form must be submitted for each PIN and made payable by cashier’s check or money order to Lake County Housing Authority)

(NOTE: Applications submitted after 11/30/2021 will not be accepted)

**4. Applicant Certifications**

Under penalty of perjury, the applicant certifies by signature below that all information on this application is correct and that:

1. Applicant is the legal owner(s) or legal representative(s) of the owner for the property for which I/we are applying for the HCV Property Tax Abatement Landlord Savings Program.
2. I/we are NOT claiming this property as my/our Homestead (the County will remove the Homestead exemption if you are renting this property)
3. All units listed on Part 3, line B were leased to an HCV Voucher Holder on January 1, 2021.
4. All HCV units on this property are in compliance with the Housing Quality Standards (HQS), local building codes and LCHA Program Rules.
5. I/we do not have any outstanding indebtedness to the Lake County Housing Authority.
6. All of the information on this form is accurate and is not an attempt to intentionally mis-represent the facts in order to qualify for a monetary benefit.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021

City/Village of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_.

\_\_\_\_\_  
Signature of the Notary Public

My Commission Expires on \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

For additional information, visit [www.lakecountyha.org](http://www.lakecountyha.org)  
Questions may be emailed to Lake County Housing Authority at [vfigueroa@lakecountyha.org](mailto:vfigueroa@lakecountyha.org)

Mail application and check to:  
Lake County Housing Authority  
Attention: Tax Abatement  
33928 N US Highway 45  
Grayslake, IL 60030

## INSTRUCTIONS FOR FILLING OUT APPLICATION

### PART 1 LANDLORD / OWNER INFORMATION

1. Applicant Name/Mailing Address of the person submitting this application.
2. Property Owner/Taxpayer of Record - The name of a person/legal entity/business that owns the units or building.

### PART 2 QUALIFYING TENANT / PROPERTY IDENTIFICATION

**Is Your Property Eligible?** A few properties in eligible cities will not qualify because they are located in a particular Township or Census Tract. The unit must have passed the most recent inspection and compliant with local building codes. The owner must not have outstanding indebtedness to the Lake County Authority. **Do not submit an application if your unit's Township OR Census Tract is listed as ineligible (please refer to page 4 and 5.)**

1. Your properties township will be listed on your property tax bill under "taxing body"
2. To find your property's Census Tract number
  - a. Go to <http://geocoding.geo.census.gov>
  - b. On the left-hand side of the page find "Find Geographies Using. . ." and click on address
  - c. Type in your property's street address and click "Find"
  - d. Scroll at the way to the bottom of the page and under Census Tracts and your property's number will be listed next to "Tract"
3. HCV Holder - Name of the Voucher tenant occupying the Owner's unit on 1/1/21.
4. Street, City and ZIP for the Owner's unit.
5. PIN (Parcel Index Number) Landlords should use the PIN listed on their latest tax bill. **Submit one application for each PIN.**

### PART 3 APPLICATION AND PROCESSING FEES

1. Total Units you own under this PIN. For multi-unit properties, report only the number of units you own under the application's PIN. Do not count units owned by others at the same address.
2. Total qualifying units you leased to HCV Holders on 1/1/21 under this PIN. You may report up to 2 qualifying units per PIN, or 20% of the total units you own under this PIN, whichever is greater. To report 3 qualifying units, for instance, you would need to own 15 total units under this pin ( $20\% \times 15 = 3$ ).
  - i. The application fee is \$50.00. A separate fee and form must be submitted for each PIN. Only money orders and cashier's check are accepted. Please make checks payable to "Lake County Housing Authority."
  - ii. Applications submitted after 11/30/2021 will not be accepted.

**Note:** Applications must be submitted annually.

### PART 4 APPLICANT CERTIFICATIONS

1. By signing the applicant is certifying that all statements under part 4 of the application are correct.
2. The applicant's legal signature and date of signature.
3. All applications must be notarized before processing.

# 2021 Eligible/Non-Eligible Townships and Census Tracts

## Eligible Townships

<b>Antioch</b>	<b>Cuba</b>	<b>Ela</b>
<b>Fremont</b>	<b>Libertyville</b>	<b>Moraine</b>
<b>Newport</b>	<b>Shields</b>	<b>Vernon</b>
<b>West Deer Field</b>		

## Non-Eligible Townships

Do not submit application if your unit's Township appears below

<b>Avon</b>	<b>Benton</b>	<b>Grant</b>
<b>Lake Villa</b>	<b>Warren</b>	<b>Wauconda</b>
<b>Waukegan</b>	<b>Zion</b>	

## Eligible Census Tracts

<b>8636.01</b>	<b>8646.02</b>	<b>8649.01</b>
<b>8615.05</b>	<b>8636.03</b>	<b>8644.07</b>
<b>8616.11</b>	<b>8644.11</b>	<b>8645.20</b>
<b>8610.11</b>	<b>8641.05</b>	<b>8633</b>
<b>8645.17</b>	<b>8645.16</b>	<b>8648.01</b>
<b>8657</b>	<b>8616.03</b>	<b>8632.02</b>
<b>8641.07</b>	<b>8601.03</b>	<b>8610.14</b>
<b>8616.08</b>	<b>8610.09</b>	<b>8641.06</b>
<b>8648.02</b>	<b>8601.04</b>	<b>8644.02</b>
<b>8644.09</b>	<b>8645.15</b>	<b>8645.14</b>
<b>8639.04</b>	<b>8646.01</b>	<b>8610.07</b>
<b>8649.03</b>	<b>8610.13</b>	<b>8636.04</b>
<b>8645.22</b>	<b>8658.01</b>	<b>8608.11</b>
<b>8642.05</b>	<b>8645.18</b>	<b>8644.12</b>
<b>8642.03</b>	<b>8645.13</b>	<b>8634</b>
<b>8641.01</b>	<b>8645.12</b>	<b>8637.02</b>
<b>8639.03</b>	<b>8643.03</b>	<b>8635</b>
<b>8638.01</b>	<b>8647</b>	<b>8608.06</b>
<b>8616.04</b>	<b>8650</b>	<b>8616.09</b>
<b>8644.10</b>	<b>8645.19</b>	<b>8653</b>
<b>8660</b>	<b>8609.06</b>	<b>8643.06</b>
<b>8658.02</b>	<b>8644.08</b>	<b>8608.09</b>
<b>8610.12</b>	<b>8643.05</b>	<b>8644.03</b>
<b>8611.07</b>	<b>8645.11</b>	<b>8645.21</b>
<b>8617.02</b>	<b>8643.07</b>	<b>8655.02</b>
<b>8616.10</b>	<b>8608.10</b>	<b>8654</b>
<b>8642.04</b>	<b>8611.08</b>	<b>8612.02</b>
<b>8637.01</b>	<b>8609.03</b>	<b>8656</b>
<b>8611.05</b>	<b>8643.08</b>	<b>8662</b>
<b>8614.02</b>	<b>8610.08</b>	<b>8640.01</b>
<b>8610.10</b>	<b>8615.08</b>	<b>8615.10</b>
<b>8641.08</b>	<b>8601.01</b>	<b>8655.01</b>
<b>8616.07</b>	<b>8611.06</b>	<b>8645.10</b>
<b>8609.05</b>	<b>8619.02</b>	<b>8639.02</b>
<b>8618.03</b>	<b>8615.04</b>	<b>8609.04</b>
<b>8614.04</b>	<b>8619.01</b>	

## Non-Eligible Census Tract

Do not submit application if your unit's Census Tract appears below

<b>8649.04</b>	<b>8604</b>	<b>8640.02</b>
<b>8615.09</b>	<b>8617.01</b>	<b>8608.07</b>
<b>8612.01</b>	<b>8629.02</b>	<b>8642.06</b>
<b>8602</b>	<b>8645.05</b>	<b>8615.07</b>
<b>8608.05</b>	<b>8626.04</b>	<b>8608.08</b>
<b>8613.04</b>	<b>8615.06</b>	<b>8626.03</b>
<b>8613.01</b>	<b>8613.03</b>	<b>8661</b>
<b>8652</b>	<b>8606</b>	<b>8625.01</b>
<b>8614.03</b>	<b>8632.01</b>	<b>8620</b>
<b>8605</b>	<b>8630.04</b>	<b>8625.02</b>
<b>8622</b>	<b>8603.01</b>	<b>8624.01</b>
<b>8618.04</b>	<b>8631</b>	<b>8624.02</b>
<b>8627</b>	<b>8629.01</b>	<b>8626.05</b>
<b>8628</b>	<b>8603.02</b>	<b>8621</b>
<b>8623</b>	<b>8630.03</b>	<b>8630.05</b>
<b>8630.06</b>	<b>9900</b>	