



**STATE OF ARIZONA HISTORIC PROPERTY TAX
RECLASSIFICATION APPLICATION FOR
RESIDENTIAL, OWNER-OCCUPIED PROPERTIES**

Submit the completed form and photos to your County Assessor. You will receive a copy after the application has been processed. Please call (602) 542-4009 if you have any questions. Please type or print clearly.

ASSESSOR USE ONLY		
BOOK	MAP	PARCEL
Items 2, 3, & 4 ___ have ___ have not been verified by the County Assessor.		
By: _____		
Date: _____		

- Address of the property: Street: _____ City: _____
County: _____ Zip Code: _____
- Legal Description and/or Assessor's Parcel ID #: _____
- Property Use: Owner-occupied Residential
 Other *non-income producing* use. Explain: _____
- Name of Owner on Tax Roll: _____ Phone: (____) _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
- Property is listed on the National Register of Historic Places:
 Within the following neighborhood or historic district (if known): _____
 Individually and has the following historic name (if known): _____
- Date of Original Construction : _____ Original Site Moved.
- Describe any exterior changes to the building since it was constructed. Attach a separate sheet if necessary.

8. Enclose two photographs clearly showing the front of the house and another showing the front and side of the house. Label photographs on the back with the address of the property, the owner's name, the Tax Parcel ID number and the date on which the photographs were taken. **Please do not send Polaroid pictures. Standard 4 x 6 snapshots or digital photographs printed out are acceptable.**

*I (we) hereby attest that the information provided is, to the best of my knowledge, correct and that I am the owner of said property. I hereby consent to abide by Arizona State Parks Board Rules & Regulations pursuant to ARS § 42-12101 and ARS § 42-12102 through §42-12108 as amended; maintain the architectural integrity of the property; provide the State Historic Preservation Officer with plans for alterations for review **prior** to implementation; submit a report, if requested, per the required form, to the State Historic Preservation Officer describing the condition of said property and any alterations made; allow the State Historic Preservation Officer or his representative, to view the premises of the above property; understand the penalties involved if decertified; and understand that this classification is granted for 15 consecutive years if classified as non-commercial historic property. (NOTE: **ALL CURRENT OWNERS MUST SIGN BELOW.**)*

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

FOR SHPO USE ONLY:	
<input type="checkbox"/>	The property described above is included within the boundaries of the _____ National Register Historic District and contributes to the character of the district. Date listed: _____.
<input type="checkbox"/>	The individual property described above was entered into the National Register of Historic Places on: _____
<input type="checkbox"/>	The property described above is listed neither individually nor as a contributor to a National Register Historic District. The property described above currently <input type="checkbox"/> meets <input type="checkbox"/> does NOT meet the minimum maintenance standards of the Arizona State Parks Board (Rule 12-8-306).
<input type="checkbox"/>	I hereby certify that the described property qualifies as a non-commercial historic property pursuant to ARS § 42-12101, as amended.
<input type="checkbox"/>	I hereby certify that the described property does NOT qualify as an historic property pursuant to ARS § 42-12101, as amended.
Signature: _____ Date: _____ State Historic Preservation Officer/ Assignee	



Instructions for Completing the State of Arizona Historic Property Tax Reclassification Application for Residential, Owner-Occupied Properties

If you have any questions about the application or the program requirements, please contact the State Historic Preservation Office (SHPO) at (602) 542-4009 or (800) 285-3703 (from Area Codes 520 and 928 only).

1. Enter the address of the property for which you are requesting the reclassification.
2. Enter the Assessor's Parcel or Tax Identification Number. Typically this number is located on your mortgage documents or the Notice of Valuation or Tax Statement that you receive from the County Assessor's Office each year.
3. Indicate the use of the property. Only owner-occupied residences and those historic properties used for certain non-income producing purposes qualify for the Residential Reclassification. If you are not certain if your property qualifies, please call the number listed above.
4. Enter the name(s) of the property owner(s) as listed on the Tax Rolls and the address and phone number at which the owner(s) can be reached.
5. Indicate the name of the Historic District in which the property is located or the name of the property if it is individually listed on the National Register of Historic Places.
6. Enter the date of construction for the property and indicate if it is on the original site or if the building has been moved. If you are uncertain, leave it blank.
7. Describe any exterior changes to the building since the property was constructed. If necessary, attach a separate piece of paper to the application.
8. Take two pictures of the property. The first should be from the front of the house looking straight at the building. The second should be at either corner of the property so that we can see the front and the side of the building. **Please DO NOT submit Polaroid photos. Standard 4 x 6 snapshots or digital photographs printed out are both acceptable.** Label the pictures with the name (if applicable) and address of the property, the owner's name(s), the Tax Parcel ID number and the date of the photos.
9. **ALL current owners of the property must sign and date the form.**
10. Send the completed form and the photographs to the County Assessor's office for the county in which the property is located. Applicants are notified within 30 days of receipt by SHPO whether or not the property has been certified into the program. At the same time, the county assessor's office is notified of the disposition of the application. Questions regarding the amount of the reduction should be directed to the county assessor's office.