



# Lake County Housing Authority 2024 Tax Abatement Housing Choice Voucher (HCV) Landlord-Owner Application

Please Print on Application Carefully

**Deadline to Submit Application is 11/30/2024**

## **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 Page 3 to help you fill out this section.

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

B. Tenant's name **in unit on 1/1/24:** \_\_\_\_\_  
(Tenant must be Voucher holder. Use a separate sheet of paper to list more tenants)

C. Voucher Property Street \_\_\_\_\_

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

D. 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, 2024 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 11/30/2024 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 Voucher 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 a Voucher Holder on January 1, 2024.
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 \_\_\_\_\_, 2024

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 [elara@lakecountyha.org](mailto:elara@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

- A. Applicant Name/Mailing Address of the person submitting this application.
- B. 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.

- A. Your property's township will be listed on your property tax bill under "taxing body"
- B. Voucher Holder - Name of the Voucher tenant occupying the rental unit on 1/1/24.
- C. Street, City and ZIP for the rental unit.
- D. PIN (Parcel Index Number) Landlords should use the PIN listed on their latest tax bill.

**Submit one application for each PIN.**

### Eligible Townships

<b>Antioch</b>	<b>Libertyville</b>	<b>Vernon</b>
<b>Cuba</b>	<b>Moraine</b>	<b>Warren</b>
<b>Ela</b>	<b>Newport</b>	<b>Wauconda</b>
<b>Fremont</b>	<b>Shields</b>	<b>West Deerfield</b>

## PART 3 APPLICATION AND PROCESSING FEES

- A. 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.
- B. Total qualifying units you leased to Voucher Holders on 1/1/24 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 ( $20\% \times 15 = 3$ ).
  - 1. The application fee is \$50.00. A separate fee and form must be submitted for each PIN. **Only money orders and cashier's checks are accepted.** Please make cashier's checks payable to "Lake County Housing Authority."
  - 2. Applications submitted after 11/30/2024 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 submitting to LCHA.