

# Low Income Tax Freeze Program (LITX)

The Low Income Real Estate Tax Freeze Program (LITX) “freezes” your Real Estate Tax if you meet certain income and residency requirements. This stops your property taxes from increasing, even if your property assessment or tax rate increases. If your deed changes for any reason, you **must** reapply.

Applicants must complete pages 1 and 2 of this application. The deadline to apply is **January 31** of each year. However, we have extended the deadline to **February 28**, for taxes due in **2025**.

Please include a copy of your proof of identity, proof of income, and residency with this application. More instructions are below.

You can also apply online at the Philadelphia Tax Center at **tax-services.phila.gov**.

This website is available on mobile devices like cell phones and tablets.

## 1 Residence Information

- YES  NO 1A. Do you live in another property?
- YES  NO 1B. Do you claim any other property as your primary residence?
- YES  NO 1C. Is your primary residence part of a cooperative where some or all of the taxes are paid jointly?
- YES  NO 1D. Do you use your property for something other than your primary residence, such as for business or rent?  
\_\_\_\_\_ % If YES, what percentage is used for business or rental?



If you answered **yes** to question 1A or 1B, you do not qualify for LITX. The LITX program is only for people who own and live in their home.

You **may** apply for LITX if you live in cooperative housing.

You **may** apply for LITX even if part of your home is rented or used for a business.

## 2 Applicant Information

Owner Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

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

OPA Number \_\_\_\_\_

Date of Birth (MM/DD/YY) \_\_\_\_\_

Are you married?  YES  NO

Spouse name (if applicable) \_\_\_\_\_

Spouse Social Security Number (if applicable) \_\_\_\_\_

Spouse Date of Birth (if applicable) \_\_\_\_\_



You are eligible for this program only if you meet the **income qualifications**.

### Income Qualifications

Single	\$33,500
Married	\$41,500

Along with this application, provide a copy of a proof of identity and residency. Do not send originals.

### Examples of proof of identity are:

Photo ID issued by the U.S. Federal Government, or Commonwealth of Pennsylvania, or City of Philadelphia

### Examples of proof of residency are:

- Valid government-issued ID (with address) - this may be the same document used to prove identity
- Mortgage statements
- Government-issued benefit or award letter

Continue to next page



### 3 Annual Income

Please use the worksheet below and enter your annual income. Please include the most recent copy of the proof of income. **To qualify**, your total annual income must be \$33,500 or less for a single person or \$41,500 or less for a married couple.

INCOME SOURCE	TOTAL (APPLICANT + SPOUSE)	Examples of proof of income
Take home pay Include salary, wages, self-employment income etc.		<ul style="list-style-type: none"> <li>• Pay stubs from your current employer</li> </ul>
Social Security Benefits (include SSI, SSD, etc.) Do <b>not</b> include any Medicare Part B premiums		<ul style="list-style-type: none"> <li>• W-2 or state/federal tax return - Salary and wages of Taxpayer and Spouse</li> </ul>
Pensions and other retirement benefits Include railroad benefits, taxable portion of IRAs etc.		<ul style="list-style-type: none"> <li>• Bank Statements</li> <li>• Retirement income or Rental Income Statements</li> </ul>
Interests, dividends, and capital gains prizes Do <b>not</b> subtract losses		<ul style="list-style-type: none"> <li>• Interest and dividends</li> </ul>
Net rental and business income Do <b>not</b> subtract losses		<ul style="list-style-type: none"> <li>• Unemployment/Workers compensation statements or award letters</li> </ul>
Other income Include unemployment compensation, support money		<ul style="list-style-type: none"> <li>• Child support and alimony</li> <li>• Social Security (SSA, SSDI, SSI) award letters</li> <li>• Pension statements</li> </ul>
<b>TOTAL</b>		<ul style="list-style-type: none"> <li>• Any other documentation you may have</li> </ul>

### 4 Signature

The Department of Revenue will also use this application to enroll you in the Homestead Exemption program if you do not already have it. The Homestead Exemption can save you money on your property taxes.

The Department of Revenue is authorized to perform an income verification check with the Internal Revenue Service and Pennsylvania Department of Revenue. In the future, the Department may require you to provide updated documentation to verify that you continue to be eligible for the program. If at any time during the program the city determines you were ineligible, you will be required to pay the taxes which would have been due, plus penalties, interest, and additions.

(Optional) By checking this box you understand that the City of Philadelphia will make its best efforts to contact LITX applicants and participants if necessary. This may include SMS (text) messages. If you do not wish to receive text messages, do not check this box.

I have reviewed all the information on this form and I certify that this information is true and correct to the best of my knowledge, information and belief.

Applicant Signature

Spouse Signature (if applicable)

Date

Phone Number



#### Mail completed forms with copies of your documents to:

Philadelphia Department of Revenue  
P.O. Box 53190  
Philadelphia, PA 19105

#### or return in person:

**Municipal Services Building**  
Department of Revenue  
1401 John F. Kennedy Blvd  
Concourse level  
Philadelphia, PA 19102

**Northeast Municipal Services Center**  
7522 Castor Ave.  
Philadelphia, PA 19152