



**Commissioner of the Revenue**  
**605 E. Main Street, Room A130**  
**P.O. Box 2964**  
**Charlottesville, VA 22902-2964**

Dear Homeowner:

In an effort to promote and preserve homeownership, the Charlottesville City Council offers grants to homeowners who may not otherwise qualify for the City's elderly and disabled tax relief programs. These grants help offset the financial hardships faced by many homeowners due to rising real estate assessments.

You MAY qualify for a grant of \$500, \$750, \$1000, or full tax abatement depending on your Federal Adjusted Gross Income (other factors for non-filers). If approved, your grant amount will be applied first toward your second half real estate tax bill. Any remaining grant amount in excess of what is owed on the second half bill, but not to exceed the entire annual tax due, will be mailed to you.

Please review the following to determine your eligibility for the Charlottesville Housing Affordability Program:

- Applicant must be the legal owner AND occupant of the residential property as of January 1 of the current year;
- Applicant cannot own any other real estate;
- Applicant does not owe any delinquent real estate taxes (or is keeping current on a payment plan with the Treasurer's Office);
- The current year assessed value on applicant's residential property is \$375,000 or less;
- Applicant's household income using IRS Federal Adjusted Gross Income for the prior tax year is \$55,000 or less;
- Applicant must provide a copy of IRS Form 1040;  
OR
- If applicant is not required to file IRS 1040 tax return, follow the steps on the next page and provide supporting income documents.

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**TO APPLY - Please complete the application on the next page and return ON OR BEFORE SEPTEMBER 1. If you have questions, please call (434) 970-3160.**

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Sincerely,

Todd D. Divers  
Commissioner of the Revenue

**Phone (434) 970-3160 • Fax (434) 970-3663**  
**citycor@charlottesville.org • www.charlottesville.org/COR**

## APPLICATION FOR CHARLOTTESVILLE HOUSING AFFORDABILITY GRANT

Applicant: \_\_\_\_\_ SSN: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

1. Are you an owner of the home for which you seek relief? Yes  No
2. Do you live in the home for which you seek relief? Yes  No
3. Do any other owners live in the home for which you seek relief? Yes  No
4. Do you or any other owners who live in the home own any other real estate? Yes  No

*If yes, you are not eligible for relief under this program.*

5. If you, your spouse, or other owners residing in the home filed an IRS Form 1040, please provide Federal Adjusted Gross Income for each along with a copy of IRS Form 1040 (for each):

NAME	FEDERAL ADJUSTED GROSS INCOME
	\$
	\$
	\$
TOTAL:	\$

6. If you, your spouse, or other owners residing in the home are not required to file an IRS Form 1040, please provide the following information related to your prior year income with supporting documentation (W2's, 1099's, last year's Federal income tax return, etc...).

INCOME SOURCE	Applicant	Spouse	Other Owners in Residence
Name...			
Wages, salaries, tips, etc...	\$	\$	\$
Taxable interest, dividends, refunds, credits...	\$	\$	\$
Alimony received...	\$	\$	\$
Business income...	\$	\$	\$
Capital gains...	\$	\$	\$
IRA distributions (taxable amount)...	\$	\$	\$
Pensions & annuities (taxable amount)...	\$	\$	\$
Rent, trust, etc...	\$	\$	\$
Unemployment compensation...	\$	\$	\$
Social Security (taxable amount)...	\$	\$	\$
Other income...	\$	\$	\$
<b>Adjusted Gross Income</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

7. I hereby certify, under penalties provided by law, that my property meets the stated requirements for the Charlottesville Housing Affordability Grant Program, and the information presented on this application, including any accompanying schedules or statements, is to the best of my knowledge complete and accurate.

\_\_\_\_\_  
Applicant(s) Signature

**Note: Any person or persons falsely requesting relief shall be guilty of a Class 1 misdemeanor and upon conviction thereof shall be punished as provided in Section 1-11 of the City Code.**