

GENERAL GUIDELINES & REQUIREMENTS FOR FILING FORM DTE 23

Application for Real Property Tax Exemption and Remission

Please read the General Instructions located at the top of the application as they are very informative and helpful.

Final deadline for filing with Cuyahoga County Fiscal Office (Auditor) is December 31 of the year for which the exemption is sought.

Applications should not be filed until the year following acquisition of the property.

All taxes, special assessments, penalties, and interest are to be paid in full through the date of acquisition before an application is considered. If needed, you can discuss with the Treasurer's Office the possibility of a payment plan for delinquent taxes by calling 216-443-7420.

Complete the application through the top of page 3. **County Auditor's Finding** section will be completed by the Fiscal Office.

The **Treasurer's Certificate** (found on page 4) must be submitted to the Treasurer's office for completion via:

Email (primary method of communication) to - treascomment@cuyahogacounty.gov

Please notate "Treasurer Certificate and parcel/s number/s" in the subject matter field.

Walk-In

Cuyahoga County Administrative HQ

Treasury Rm 1-100

2079 East Ninth Street

Cleveland, OH 44115

The required **Property Record Cards aka Property Summary Report** can be retrieved from the following website: myplace.cuyahogacounty.gov **Download the Report (PDF)**

Email: fiscalquestions@cuyahogacounty.gov

Submit original and 1 copy of the application (including all supporting documentation) plus 1 copy of the application without the supporting documentation (to be retained for your records), via walk-in or postal service to:

Cuyahoga County Fiscal Office

Real Property – Tax Exemptions Rm 2-219

2079 East Ninth Street

Cleveland, OH 44115

If you mail your packet, please provide a self-addressed stamped envelope.

All applications will be date-stamped upon receipt.

Please call the Exemption Team for any further details/concerns/questions at:

216 443-6109 Diane Gottchalk or Ashley Rondon 216 443-7144