



Wasatch County Assessor's Office ♦ 25 N Main ♦ Heber City UT 84032

Application to Determine Primary Residence

[Must be completed in its entirety, or automatically rejected]

Submission of this application authorizes the assessor and staff to request and collect information sufficient to verify residence status. This includes but is not limited to online research and communication with other county assessors throughout the United States.

Property Owner(s): _____ Parcel #: 00-00 ____ - ____ - ____

Property Address: STREET ADDRESS CITY STATE ZIP

Mailing Address: STREET ADDRESS CITY STATE ZIP

Was there any personal property included in the sales price? (Furniture, water rights. etc.) Yes No

If yes, please list the value of the personal property: \$ _____

Initial one of the following

____ **Owner Occupied**-Owner occupants cannot have any other full time residences in any State or Province.

(Owner occupants must provide current driver's license and 3 pieces of evidence establishing occupancy: e.g.-official government correspondence i.e. taxes, registration, voter info, school district, etc.; bank, credit card and/or health insurance statements; direct deposit, pay stub, employer verification.)

____ **Tenant Occupied**-Tenant occupants cannot have any other full time residences in any State or Province.

(Lease agreement must accompany this application along with tenant(s) driver's license 2 pieces of evidence to prove occupancy.)

Does the applicant own any other residential properties including properties outside of the State of Utah? Yes No

If yes, please list all residential properties owned by each owner, indicate whether the property is classified as primary or secondary, and provide supporting evidence as outlined below:

For secondary properties: Proof of secondary status-available from county assessor's office where property is located.

For primary properties qualifying under long term tenant proviso: Current lease & evidence of tenant occupancy

address	primary	secondary
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any misrepresentation on this application may result in criminal fraud charges

Please present this form with supporting evidence either via email, regular mail or in-person to the Wasatch County Assessor's Office.

Signed: _____ Date _____

Signed: _____ Date _____

Email _____ Phone # _____
Failure to provide legible email & phone # will delay processing & risk missing deadline. So please don't forget ☺

Please email completed form to primary@wasatch.utah.gov or fax to: 435-654-9924

What is the Primary Residence Exemption?

An exemption for those people living in their property full time or that have rented their property to a single tenant year round. A property that is granted a primary residence exemption is only taxed at 55% of the market value of the home and up to one acre of land.

- Properties that are rented nightly or short term or are used as a vacation home do not qualify.
- The deadline for all applications is May 1st of each calendar year.
- New applicants must occupy the property at least six months of the calendar year to qualify.

Applications are submitted to/processed by the Assessor's Office, and approved by the Wasatch County Council.

Applications received after the May 1st deadline will be processed as a board of equalization appeal.

All applications received after the Board of Equalization appeal deadline of September 15th, will be considered for the next calendar year.

APPLICATION INSTRUCTIONS

To complete application process please submit:

1. Completed Application
2. Copy of property owner(s) current driver license(s)
3. Three pieces of evidence to confirm owner occupancy from approved list below.

All three pieces of evidence must contain the owner's name and property address.

(If driver license contains property address it can be used as one of the three)

Approved documents to establish owner-occupied residence:

Credit Card Statement (Private data redacted)

Voters Registration Card

Official Government Correspondence

Bank Statement (Private data redacted)

Financial/Investment Accounts

Alumni Associations

Employer Correspondence/Records

[Utility/insurance bills are not accepted]

Property Disclosure & Identification:

List all residential properties owned by each owner, indicate whether the property is classified as primary or secondary, and provide supporting evidence as outlined below:

For secondary properties: Proof of secondary status-available from county assessor's office where property is located.

For primary properties qualifying under the long term tenant proviso:

Please submit

1. Completed Application
2. Tenant Driver License
3. Current Lease agreement (**month to month contracts will not be accepted**)
4. Two pieces of evidence to confirm tenant occupancy from approved list below.

Both pieces of evidence must contain the tenant's name and property address.

Approved documents to establish tenant occupancy

Utility and/or insurance bills

Credit Card Statement (Private data redacted)

Voters Registration Card (must include name and address)

Any Official Government Correspondence –taxes, registration,

Bank Statement (Private data redacted)

Documents may be faxed to 435.654.9924, or emailed to primary@wasatch.utah.gov

For questions, please contact:

Trena Kaye

Residency Specialist

435.657.3187

tkaye@wasatch.utah.gov