

# Application for the Residential Relative Homestead Classification

Please read the back of this form before completing. Each related occupant and owner of the property must sign the application. The property must be owned and occupied on either January 2 or December 1, and the application must be returned to your assessor's office by December 15 to be eligible for homestead classification for taxes payable in the following year. **Failure to fully complete the application may result in a fractional homestead or denial of the homestead classification on the property described in Section 1.**

**Making false statements on this application is against the law.** Minnesota Statutes, section 609.41 states that anyone giving false information in order to avoid or reduce their tax obligations is subject to a fine of up to \$3,000 and/or up to one year in prison.

Section 1 - Property information

**This section is to be completed by all applicants.** Please provide the following information pertaining to the property on which homestead is being claimed.

Property address \_\_\_\_\_ Is this also the mailing address?  Yes  No

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Parcel ID or legal description of all property on which homestead is being claimed (if you need more space, please attach a separate sheet of paper):

Has this property ever been classified as "seasonal residential recreational" since it has been owned by the current owner or the spouse of the current owner?  Yes  No

Date purchased by current owner  
/ /

Section 2 - Previous residence

**This section is to be completed by all applicants claiming relative homestead.** Please provide the following information pertaining to your previous residence.

Previous address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Date vacated / / Was the property classified as homestead?  Yes  No

Section 3 - Applicant(s) claiming relative homestead on property

**This section is to be completed by applicant(s) claiming relative homestead on the property.** Each adult relative applicant claiming relative homestead and his/her spouse who occupies the property described in Section 1 must fill out the following information and sign and date the application. If the only occupant who is related to the owner is a minor, then the legal guardian must fill out the following section and sign on behalf of the minor. By signing below, I certify that the information on this form is true and correct to the best of my knowledge. I also certify that I am a Minnesota resident, and I occupy the property described in Section 1 as my primary place of residence.

Relative 1 Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Social Security number \_\_\_\_\_ Date property occupied by applicant / /

Are you listed as an owner on the deed?  Yes  No Relationship to owner \_\_\_\_\_

What is your marital status?  single  married  divorced  legally separated **If married, does your spouse occupy the property?**  Yes  No

Signature (Relative 1 or legal guardian) \_\_\_\_\_ Date \_\_\_\_\_ Daytime phone number \_\_\_\_\_

**X**

Relative 2 Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Social Security number \_\_\_\_\_ Date property occupied by applicant / /

Are you listed as an owner on the deed?  Yes  No Relationship to owner \_\_\_\_\_

What is your marital status?  single  married  divorced  legally separated **If married, does your spouse occupy the property?**  Yes  No

Signature (Relative 2 or legal guardian) \_\_\_\_\_ Date \_\_\_\_\_ Daytime phone number \_\_\_\_\_

**X**

Section 4 - Owners of the property

**This section is to be completed by all owners of the property.** Please fill out the following information for each owner of the property described in Section 1 and sign and date the application. By signing below, I certify that the information on this form is true and correct to the best of my knowledge. I also certify that I own the property described in Section 1, the individuals listed in Section 2 occupy this property, and the property has never been classified as seasonal residential recreational at any time during which I or my spouse have owned it.

Owner 1 Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Relationship to applicant claiming relative homestead \_\_\_\_\_

Address where you reside \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature (owner 1) \_\_\_\_\_ Date \_\_\_\_\_ Daytime phone number \_\_\_\_\_

**X**

Owner 2 Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Relationship to applicant claiming relative homestead \_\_\_\_\_

Address where you reside \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature (owner 2) \_\_\_\_\_ Date \_\_\_\_\_ Daytime phone number \_\_\_\_\_

**X**

If you need more space to list additional occupant(s) or owner(s), please provide the information requested on a separate sheet of paper and attach it to the application. **PLEASE COMPLETE THE BACK SIDE OF THIS PAGE ALSO.**

**ADDITIONAL QUESTIONS THAT MUST BE ANSWERED:**

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1. Do you have a Minnesota Drivers License?

YES  NO  WILL GET

If you answer no to this question, please explain. If yes, provide address shown on license.

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2. Do you have a Minnesota car license?

YES  NO  WILL GET

If you answer no to this question, please explain.

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3. Do you file Minnesota Income Tax?

YES  NO  NOT REQUIRED  WILL FILE

If you answer no to this question, please explain.

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4. If you are married, do you or your spouse file Income Tax as a resident of another state?

YES  NO

If you answer yes to this question, please explain.

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**PLEASE NOTE: IF YOU ARE REGISTERED TO VOTE, YOU MUST VOTE IN THE TOWNSHIP OR CITY WHERE YOU CLAIM HOMESTEAD.**

**PLEASE RETURN THIS FORM TO:**

Otter Tail County Assessor's Department  
Government Services Center  
505 Fir Ave. West  
Fergus Falls, MN 56537-1364

Phone: 218-998-8010

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ REASON \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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# Applying for the residential relative homestead classification

## How to apply

To apply for the residential relative homestead classification, you must fill out this application. To qualify for the homestead classification, you must: (All three must apply.)

1. Occupy the property listed on this application as your primary residence.
2. Be a qualifying relative to one of the owners of the property listed on this application. The relative may be the owner's parent, stepparent, child, stepchild, grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece. This relationship may be either by blood or by marriage.
3. Be a Minnesota resident.

Your county assessor will determine if you are a Minnesota resident for homestead purposes. Some of the conditions that may be used to determine your residency status include:

- Are you registered to vote in Minnesota?
- Do you have a valid Minnesota driver's license?
- Do you file a Minnesota income tax return?
- Do you list property in Minnesota as your permanent mailing address?
- Do your children, if any, attend school in Minnesota?
- Are you a resident of any other state or country?

## Application deadline

The homestead application must be turned into the county assessor's office by December 15 to be eligible for the homestead classification for taxes payable in the following year.

## Property tax refunds

Neither the owner of the property nor the related occupant may claim a property tax refund or the special property tax refund on a property receiving the relative homestead classification.

## Required information

Minnesota Statutes, section 273.124, subdivision 13 requires Social Security numbers and signatures of **all owners of the property and the qualifying relatives occupying the property** to be listed on this application.

If there is not enough space on the application for all required signatures and Social Security numbers, please use an extra sheet and include it with the application.

## How we use information

The Social Security numbers or affidavits or other proofs of property owners and qualifying relatives and spouses are private data. Minnesota Statutes, section 273.124, subdivision 13, authorizes the collection of Social Security numbers and signatures of all applicants, including spouses, on homestead applications.

The county assessor may share the information contained on this form with the county auditor, county treasurer, county attorney, Commissioner of Revenue, or other federal, state or local taxing authorities to verify your compliance with this and other tax programs.

You can refuse to provide the information on this form. However, failure to provide this information may result in a fractional homestead or denial of the homestead classification.

## Penalties

### Making false statements on this application is against the law.

Minnesota Statutes, section 609.41 states that anyone giving false information in order to avoid or reduce their tax obligations is subject to a fine of up to \$3,000 and/or up to one year in prison.

In addition, the property owner may be required to pay all tax which is due on the property based on its correct property class, plus a penalty equal to the same amount. (Minnesota Statutes, section 273.124, subdivision 13, paragraph h)

### Renewing your homestead classification

If this property is granted the homestead classification, it is not necessary for you to reapply for the classification.

However, at any time, the county assessor may require you to provide an additional application or other proof deemed necessary to verify that you continue to qualify for the homestead classification.

### If you sell, move or change your marital status

If this property is sold, the primary residence of the qualifying relative or his/her spouse changes or their marital status changes, state law requires the owner to notify the county assessor within 30 days.

If you fail to notify the county assessor within 30 days of the change, the property may be assessed the tax that is due on the property based on its correct property class plus a penalty equal to the same amount.

Please return this application to: Otter Tail County Assessor  
Government Services Center  
505 Fir Avenue W  
Fergus Falls MN 56537