

**Crawford**



**County**

ERIC S. HENRY  
SCOTT T. SCHELL  
CHRISTOPHER R. SEELEY  
*COUNTY COMMISSIONERS*

**Assessment Office**  
COURTHOUSE  
MEADVILLE, PENNSYLVANIA 16335

JANET COURSON, CPE  
*CHIEF ASSESSOR*

Telephone:  
(814) 333-7302

## **INSTRUCTIONS TO PREPARE "APPLICATION FOR EXEMPTION"**

**Fill in all applicable lines on the form and return it to this office within forty (40) days of the system date on any notice received. Also, any person desiring to make an appeal shall, on or before the first day of August, file this application with the Chief Assessor. No exceptions will be made. The Crawford County Board of Assessment Revision will schedule a hearing on Tax Exempt Status Review upon receipt of the application. The Board would prefer that all evidence be submitted in pdf form to Deputy Chief Fitzsimmons at [kfitzsimmons@co.crawford.pa.us](mailto:kfitzsimmons@co.crawford.pa.us) All evidence, regardless of how it is conveyed, should be submitted 10 days prior to hearing. The credibility, relevancy and weight of all evidence is determined by the Board.**

**Please include phone number where you can be reached.**

Very truly yours,

**Janet Courson, CPE  
Chief Assessor**

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**The Crawford County Board of Commissioners has adopted the following non-refundable filing fees for the various appeal filings to the Crawford County Board of Revision.**

1. **\$25.00** per actual economic assemblage for residential owner possessed non-rental property
2. **\$50.00** per actual economic assemblage for eligible owners seeking exemption
3. **\$100.00** per actual economic assemblage for commercial & industrial property

**Payment of the appropriate fee must be paid in advance to have the appeal placed on the docket to be heard**

**APPLICATION FOR EXEMPTION FROM  
CRAWFORD COUNTY REAL ESTATE TAXES**

*Crawford County Board of Assessment Revision*

Crawford County Courthouse  
903 Diamond Park  
Meadville, PA 16335  
814-333-7305

1. County Index Number \_\_\_\_\_
2. Location of Property \_\_\_\_\_
3. Name of Owner \_\_\_\_\_ Phone # \_\_\_\_\_
4. Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_
5. Correspondence should be mailed: Name (Please Print) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  

Address	City	State	Zip
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6. Property Description: a) Lot Size \_\_\_\_\_  
b) Building Size \_\_\_\_\_  
c) Describe use of Building \_\_\_\_\_  
d) Describe use of Land (including any parking lots) \_\_\_\_\_  
\_\_\_\_\_
7. State the reason why you believe this property, or a part thereof, should be Exempt \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Give reference to **statute or law** upon which your Exemption is based \_\_\_\_\_  
\_\_\_\_\_
9. Receipts and Disbursements (Note: Churches need not complete Items 9 & 10)
  - a) Attach list of source and amounts of receipts for your preceding fiscal year.
  - b) Attach list of the recipient and amount of disbursements for the same period.
10. Attach a copy of your Charter (If none, then attach copy of the by-laws)

11. Are any of your funds used or distributed for any pecuniary gain or profit to the member? Yes  No

Or for any purpose other than those set forth herein? \_\_\_\_\_  
\_\_\_\_\_

12. Is any portion of the property not used by the applicant? Yes  No

If so, briefly describe the unused portion. \_\_\_\_\_  
\_\_\_\_\_

13. If the applicant is a church, describe any portion of the property not actually used in worship services.

(For example: parking lots, minister's residence, or vacant land) \_\_\_\_\_  
\_\_\_\_\_

14. Is the property, or any part thereof, used at any time for any purpose other than the purposes set forth

herein? Yes  No  If so, describe such use \_\_\_\_\_  
\_\_\_\_\_

15. Is any part of the property used for recreation of the members? Yes  No  If so, describe the

portion so used and the extent of recreational use \_\_\_\_\_  
\_\_\_\_\_

16. Attach any supplementary information desired.

17. I certify that the above statements are true to the best of my knowledge:

**Please complete and return to:  
Board of Assessment Revision  
Crawford County Courthouse  
903 Diamond Park  
Meadville, PA 16335**

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_