



**Fairfield County Assessor's Office**

**APPLICATION FOR PROPERTY TAX EXEMPTION:  
Newly Constructed and Unoccupied Detached Single Family Homes**

**Taxpayer Information:**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone # : \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Property Information:**

Tax Map Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Property Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Date Certificate of Occupancy (CO) Issued: \_\_\_\_\_

**\*\*\* IMPORTANT \*\*\***

TAXES ARE DUE BY JANUARY 15<sup>TH</sup> OF THE TAX YEAR TO AVOID ANY PENALTIES. ANY LATE APPLICATIONS WILL NOT EXCUSE TAXES FROM BEING PAID ON TIME AND IF TAXES ARE PAID AFTER JANUARY 15<sup>TH</sup>, THE PROPERTY WILL BE SUBJECT TO PENALTIES.

If this form does not contain a valid Tax Map Number it **will not** be processed and will be considered incomplete. If you have any questions or need assistance please contact the Assessor's Office at 803-712-6520.

***I certify that I am the owner of this newly constructed detached single family home, that the home has yet to be occupied, that the home has received a CO, that I am responsible for the property tax on this property, and that the information that I have provided is correct. I further understand that:***

- I am responsible for paying property tax on the unimproved land.***
- I must notify the Assessor when the home is occupied, regardless of whether it sold.***
- I must re-certify annually by January 31<sup>st</sup> of each year that this home is eligible for this tax exemption and that the home has remained unoccupied since the CO was issued.***

\_\_\_\_\_  
Signature of Builder/Developer

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Assessor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Auditor

\_\_\_\_\_  
Date

SUBSCRIBED TO AND SWORN TO before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission Expires:

**Annual Recertification:**

**I CERTIFY THE HOME REFERENCED ON PAGE 1 REMAINS UNOCCUPIED AND THAT THE CO HAS NOT EXCEEDED THE SIXTH DECEMBER 31 SINCE IT WAS ISSUED.**

\_\_\_\_\_  
Signature of Builder/Developer

\_\_\_\_\_  
Date of Recertification

\_\_\_\_\_  
Signature of Builder/Developer

\_\_\_\_\_  
Date of Recertification

\_\_\_\_\_  
Signature of Builder/Developer

\_\_\_\_\_  
Date of Recertification

\_\_\_\_\_  
Signature of Builder/Developer

\_\_\_\_\_  
Date of Recertification

**IT IS UNLAWFUL FOR A PERSON TO KNOWINGLY AND WILLFULLY MAKE A FALSE STATEMENT ON THIS APPLICATION. A PERSON VIOLATING THE PROVISIONS OF THIS SECTION IS GUILTY OF A MISDEMEANOR AND UPON CONVICTION, MUST BE FINED NOT MORE THAN \$200.**