



**CITY OF RICHMOND**  
**DEPARTMENT OF FINANCE**  
**TAX RELIEF FOR THE ELDERLY OR PERSONS WITH DISABILITIES PROGRAM**

**FOR OFFICE USE ONLY**

PARCEL ID # \_\_\_\_\_

DATE & INITIAL \_\_\_\_\_

2 OF 3

3 OF 3 \_\_\_\_\_%

**TAX YEAR 2023 RECERTIFICATION**  
**FILING DEADLINE: DECEMBER 31, 2023**

The City of Richmond ordinance for the Real Estate Tax Relief and Tax Freeze Program provides that once a taxpayer has been determined eligible for exemption, **a new application must be filed once every three years. A recertification form must be filed each of the two intervening years.** On a certification, you must attest that there have been no significant changes in the information contained in the last preceding application. If your income, net worth, or other conditions have changed significantly, please contact this office by calling **804-646-6015**. The general requirements for exemption are printed on the reverse side of this form.

**PLEASE DO NOT CUT THIS FORM**

**RETURN THIS ENTIRE FORM IN THE ENCLOSED ENVELOPE**

***AFFIDAVIT***

I certify that to the best of my knowledge and belief no information has changed from the last preceding Application that would violate the limitations and conditions necessary to qualify for exemption.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



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**REQUIREMENTS**  
**FILE BY DECEMBER 31, 2023**

1. The person(s) requesting **TAX RELIEF** or **TAX FREEZE** must hold title to the property for which the exemption is requested as of January 1 of the taxable year.
2. The applicant(s) occupying the dwelling and holding title or partial title must be **sixty-five years of age or totally and permanently disabled as of December 31, 2022**. The property must be occupied as the sole dwelling of the applicant(s). A dwelling jointly held by husband and wife may qualify if either spouse is 65 or older, or totally and permanently disabled.

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**INCOME AND NET WORTH**

1. **The combined gross income during the year immediately preceding the taxable year shall be an amount not to exceed \$60,000.** Gross combined income shall include all income from all sources of the owner and spouse, and income in excess of \$10,000 for each relative living in the dwelling for which the exemption is claimed.
2. **The total combined net value of assets of the person or persons applying for the Exemption shall not exceed \$350,000** during the preceding taxable year and shall exclude the value of the dwelling and up to one acre of land.

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**IMPORTANT**

1. **If a citizen qualifies for the Tax Relief Program, his/her real estate taxes will be reduced in 2023 by a percentage (25% to 100%) based on the household income.**
2. **If a citizen qualifies for the Tax Freeze Program, he/she will pay the full amount of real estate taxes assessed in 2023; however, the citizen will pay the same amount through the 3-year duration of the program.**
3. Incomplete applications will be returned and may disqualify applicants from the Tax Relief and Tax Freeze Program.
4. The first and second half payments (where applicable) must be received by January 14, 2023 and June 14, 2023, respectively, to avoid the 10% late payment penalty and other charges. If the first and second half payments are not received by January 31<sup>st</sup> and June 30<sup>th</sup>, respectively, the tax exemption will be revoked.

**ALL INFORMATION ON THIS APPLICATION IS CONFIDENTIAL AND NOT OPEN TO PUBLIC INSPECTION**