



Primary Residence Application

(Must be completed in its entirety, or will be automatically rejected)

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

Property Address: _____ City _____ ZIP _____

Mailing Address: _____ City _____ ZIP _____

Date of Occupancy: _____

Is this home used as a nightly rental? Yes ☐ No ☐

Do you file your income taxes in UT? Yes ☐ No ☐

Do you use this property address for your federal & state tax returns? Yes ☐ No ☐

If no, please explain why: _____

Please check one of the following:

☐ **Owner-Occupied:** *I am the owner of the property. I have no other permanent residences and will be occupying this property for at least 183 consecutive days per calendar year.*

☐ **Tenant-Occupied:** *I am leasing/renting the property. Tenant(s) will be using identified property as their permanent full-time residence and have no other permanent residence in or outside of UT.*

☐ **This is not a full-time occupied residence:** *This is NOT my permanent full-time residence*

***Please see backside of this form for additional required documentation.
Failure to provide will result in denial of the primary application.***

Do you own any other residential properties in or outside of Utah? Yes ☐ No ☐

- If yes, please list below all properties owned by each owner.
- Indicate whether the property is classified as primary or secondary. Long-term rentals are typically classified as primary. **See backside for additional required documentation**

Address	Primary	Secondary
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Any misrepresentation on this application may result in criminal fraud charges

Signed: _____ Date: _____

Signed: _____ Date: _____

Email: _____ Phone: _____

Cell Service Provider (in case we need to text you): _____

What is the Primary Exemption?

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

- Properties used as short-term rentals and/or vacation homes may not qualify.
- The deadline for all applications is **April 30th** of each calendar year
- Applications received after May 1st will be processed as a Board of Equalization (BOE) appeal.
- Applicants must occupy the property for at least 183 consecutive days of the calendar year to qualify

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

Failure to provide the additional required information will result in automatic rejection of your primary application.

Please provide the following along with this application.

Owner-Occupied:

1. Copy of each property owner's driver's license
2. 3 forms of evidence to confirm owner occupancy from the approved list below

Approved documents to establish owner-occupied residence:

***** [Utility/insurance bills are not accepted] *****

Bank Statement (Private data redacted)

Medical/Dental Bills

Official Government Correspondence

Financial/Investment Accounts (Private data redacted)

Employer/Retirement Correspondence/Records

Delivery Package Label

Tenant-Occupied:

1. Current Lease (month-to-month contracts will not be accepted)
2. Each tenant's driver's license
3. 2 forms of evidence of full-time occupancy
 - ❖ Utility bills are only accepted for tenant-occupied evidence

Please provide the following for additional properties owned:

- ❖ If the property is checked **primary** (i.e. long-term rental), please provide a form of evidence of full-time occupancy.
- ❖ If the property is **secondary**, please provide proof (ex. tax information from your county assessor's office)

Documents may be submitted by:

- Email at primary@wasatch.utah.gov
- Phone at 435-657-3330
- Mail (or dropped off) at 25 N. Main St., Suite 101, Heber City