



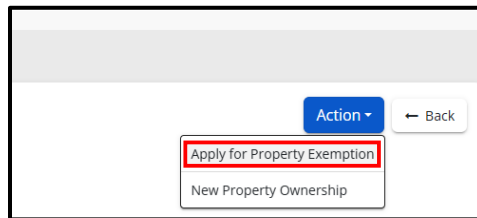
Property Step 4 (Optional)

I want to request a...

SINGLE FAMILY HOME PROPERTY EXEMPTION

Once your account has been activated, your property has been added, and the owner and property manager have been set, you can request a property exemption by following the steps below! If you are applying for a property exemption **DO NOT** add units.

1. Select the 'Action' drop down in the top right corner of the dashboard.
2. Choose 'Apply for Property Exemption.'



3. Select 'Any rental unit that is alienable separate from the title to any other dwelling' as the qualifying grounds for an exemption (your single family home falls under this category).

A screenshot of a web form titled "Apply for Property Exemption". The form has a dark blue header bar with the title and a close button. Below the header, there is a section with a red asterisk and the text "Please select the qualifying grounds for the property exemption". This section contains a "Select" dropdown menu with a search bar. The dropdown is open, showing a list of options. The option "Any rental unit that is alienable separate from the title to any of other dwelling" is highlighted with a red box. Below this section, there is a "Submitter's Info" section with two fields: "Full Name" and "Title". The "Full Name" field is empty, and the "Title" field has a "Select" dropdown menu. At the bottom right of the form, there are "Cancel" and "Submit" buttons.

4. Upload the property title, warranty deed, tax document, or a similar government-issued document that demonstrates that the property's title is separate from that of another structure.
5. Read the declaration statement, check the box, enter your name and title, then click 'Submit.'
6. That's it! You're done!

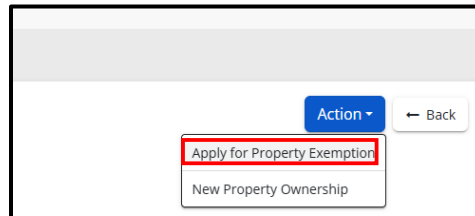


Paso 4 de la propiedad (Opcional) Quiero solicitar una...

EXENCIÓN DE PROPIEDAD DE VIVIENDA UNIFAMILIAR

Una vez que su cuenta haya sido activada, su propiedad haya sido agregada, y se haya establecido el propietario y el administrador de la propiedad, podrá solicitar una exención para la propiedad siguiendo los pasos a continuación. (solicitar la exención significa que podrá salir del programa de registro anual)

1. Seleccione el menú desplegable "Acción" en la esquina superior a la derecha del panel de control.



2. Elija "Solicitar exención de propiedad"(En ingles = "Apply for Property Exemption").

Apply for Property Exemption

Please select the qualifying grounds for the property exemption

Select

Search

Select

☐ Housing has a Certificate of Occupancy issued after February 1, 1995.

☐ Any rental unit that is alienable separate from the title to any of other dwelling

☐ Affordable housing/deed restricted property

☐ Owner-occupied single-structure dwelling comprising two units

Submitter's Info

Full Name

Title

Cancel Submit

3. Seleccione "Cualquier unidad de alquiler que sea enajenable por separado del título de cualquier otra vivienda" (ingles= "Any rental unit that is alienable...") como el motivo de la exención.
4. Cargue (adjunte) el título de propiedad, escritura de garantía, documento de impuestos u otro documento emitido por el gobierno que demuestre que el título de la propiedad es independiente del de otra estructura.
5. Lea la declaración, marque la casilla, ingrese su nombre y titulo, luego haga clic en "Enviar".
6. ¡Eso es todo! ¡Ha terminado!