



**CITY OF CHAMPLIN  
DEFERRED ASSESSMENT APPLICATION  
INFORMATION REQUIRED**

The following information is required when completing the Deferred Assessment Form for the City of Champlin.

1. Driver's License, Birth Certificate or other documentation to verify age of applicant.
2. A copy of the most recent federal tax filing form to determine income eligibility. If you no longer file income taxes, please provide us with a Social Security Benefit Statement and indicate any other income sources.
3. If applying for disability status, a statement by a medical doctor or a copy of a social security disability certification.

Note: This application must be filed with the City no later than October 20<sup>th</sup> to request deferral of the balance of the special assessment due with the next years property taxes. In addition to meeting the other qualifications, deferrals will only be allowed in instances where the property is in good standing with no outstanding building or zoning code violations.

***Please note - if a deferral of an assessment is approved, it will be deferred with interest, compounded annually, until such time as it is deemed that the applicant no longer qualifies, or the property loses eligibility.*** Under the City guidelines, the deferment is terminated and payable upon any of the following:

- The death of the owner (if the surviving spouse is not eligible for the deferment)
- The sale, transfer, or subdivision of any part of the property
- The loss of homestead status of the property
- A determination by the City Council that requiring immediate or partial payment would no longer impose a hardship
- If deferred because of military service, the deferral would be for a period of no more than three years from the start of active duty

Please return the attached application forms along with any other documentation requested to:

City of Champlin  
Attn: Finance Department  
11955 Champlin Drive  
Champlin, MN. 55316

If you have any questions about the application form or documentation required, please call the Finance Director's Office at 763-923-7107.

**CITY OF CHAMPLIN DEFERRED ASSESSMENT APPLICATION FORM**

Pursuant to Minnesota Statutes §§ 435.193 through 435.195, a homesteaded property owned by a person 65 years of age or older, or a person retired by virtue of a permanent physical disability is eligible for deferral of that assessment provided that the standards established by the City of Champlin Resolution 2006-25 are met.

Please select the appropriate category for which you are applying and provide the required documentation:

\_\_\_\_ A. DEFERRAL BASED ON AGE/INCOME - Owner(s) are 65 years of age or older and applying for deferral of assessment based on income. These items must be attached to application:

\_\_\_\_ Copy of Driver's license or Birth Certificate or other documentation to verify age of applicant

\_\_\_\_ Copy of most recent years' Federal Income Tax Return

OR

\_\_\_\_ I no longer file Federal income taxes. Therefore, a copy of my Social Security Benefit Statement is enclosed, and I have indicated any other income sources.

\_\_\_\_ B. DEFERRAL BASED ON DISABILITY/INCOME - Owner(s) are permanently disabled and applying for deferral of assessment based on income/disability. These items must be attached to application:

\_\_\_\_ copy of Driver's License or Birth Certificate or other documentation to verify age of applicant

\_\_\_\_ a medical doctor's written statement, social security disability certification or other verifying documentation regarding the disability

\_\_\_\_ copy of most recent years' Federal Income Tax Return

OR

\_\_\_\_ I no longer file Federal income taxes. Therefore, a copy of my Social Security Benefit Statement is enclosed, and I have indicated any other income sources.

\_\_\_\_ C. DEFERRAL BASED ON ACTIVE MILITARY SERVICE/INCOME - Owner(s) are a member of the Minnesota National Guard or other military reserves who are ordered into active military service, as defined in section 190.05, subdivision 5b or 5c, as stated in the person's military orders, for whom it would be a hardship to make the payments. These items must be attached to the application:

\_\_\_\_ copy of military orders

\_\_\_\_ copy of most recent years' Federal Income Tax Return

**CITY OF CHAMPLIN DEFERRED ASSESSMENT APPLICATION FORM**

Pursuant to Minnesota Statutes §§ 435.193 through 435.195, a homesteaded property owned by a person 65 years of age or older, or a person retired by virtue of a permanent physical disability is eligible for deferral of that assessment provided that the standards established by the City of Champlin Resolution 2006-25 are met.

Property Owner(s) Name \_\_\_\_\_

Property PIN Number \_\_\_\_\_

Property Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Property Owner Age \_\_\_\_\_

Household Annual Gross Income\* \_\_\_\_\_

Assessment Project Number \_\_\_\_\_

Total Assessment \$ \_\_\_\_\_

\*Annual Gross income is the sum of all wages, salaries, profits, interest payments, rents, and other forms of earnings, before any deductions or taxes

Property Owner Signature \_\_\_\_\_

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

This application must be filed with the City no later than October 20<sup>th</sup> to request deferral of the balance of the special assessment due with the next years property taxes.

**For office use:**

Meets status requirements: Yes / No

Assessment balance due: \_\_\_\_\_ Interest rate on assessment: \_\_\_\_\_ %

Next assessment principal and interest amount due to Hennepin County: \$ \_\_\_\_\_ as of \_\_\_\_\_

Assessment amount due (above) is \_\_\_\_\_ % of current annual gross income (includes nontaxable income)

Annual assessment amount (including interest) is:

Less than 3% of current annual gross income and does not qualify for deferral \_\_\_\_\_

More than 3% of current annual gross income and qualifies for deferral \_\_\_\_\_

Applicant notified of next steps on: \_\_\_\_\_

Completed on: \_\_\_\_\_ By: \_\_\_\_\_

**RIGHTS OF SUBJECTS OF GOVERNMENT DATA  
DEFERRED ASSESSMENT PROGRAM  
"TENNESSEN WARNING"**

In accordance with the Minnesota Government Data Practices Act, the City of Champlin is required to inform you of your rights as they pertain to the information collected about you. Public information is that information which is available to the general public; Private information is that information which is available to you, not to the public; and confidential information is that information which is not available to you or the public. The information we collect from you is either public or private. The separation of that information is as follows:

- PUBLIC - NAME AND ADDRESS OF APPLICANT(S) AT THE TIME OF APPLICATION
- PRIVATE - SOCIAL SECURITY INFORMATION, AGE, INCOME LEVEL, MEDICAL DATA, HOME TELEPHONE NUMBER (Minn Stat. 13.355 and Minn Stat. 13.37(a))

The information collected and required from you is to determine your eligibility for a City of Champlin Deferred Assessment Program. If you do not supply the required information, the City of Champlin will not be able to determine your eligibility. The dissemination and use of the private data we collect is limited to that necessary for the administration and management of the Deferred Assessment Program. Persons or agencies with whom this information may be shared include:

CITY AND COUNTY PERSONNEL INVOLVED IN DETERMINING ELIGIBILITY  
AND RECORDING OF APPROVAL, CONTRACTED PUBLIC AUDITORS AND  
THOSE INDIVIDUALS TO WHOM YOU GIVE YOUR EXPRESS WRITTEN  
PERMISSION.

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

- THE RIGHT TO SEE AND OBTAIN COPIES OF THE DATA MAINTAINED ON YOU.
- THE RIGHT TO BE TOLD THE CONTENTS AND MEANING OF THE DATA.
- THE RIGHT TO CONTEST THE ACCURACY AND COMPLETENESS OF THE DATA.

To exercise these rights, contact the City Clerk's Office, City Hall, 11955 Champlin Drive, Champlin, MN 55316.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA.

\_\_\_\_\_  
(Signature of Data Subject)

\_\_\_\_\_  
(Date)