

**NASSAU COUNTY DEPARTMENT OF ASSESSMENT  
APPLICATION FOR *BASIC* SCHOOL TAX RELIEF (STAR)  
EXEMPTION**

(See instructions on back)

TOWN \_\_\_\_\_ SD \_\_\_\_\_ SEC \_\_\_\_\_ BLK \_\_\_\_\_ LOT \_\_\_\_\_ CA# or BLDG# \_\_\_\_\_ TAX UNIT# \_\_\_\_\_  
FOR OFFICE USE ONLY  
For Condo's & Co-ops Only

**Ownership – a copy of the latest deed, not the mortgage.**

Names of ALL Owners (as recorded on deed)	Date of Birth	Marital Status	Social Security Number
a)			
b)			
c)			
<b>Property Address</b>			
Deed (Liber) # (If Known)	Deed (Page) # (If Known)	Telephone Number Day	Telephone Number Evening

**Cooperative Bldg# \_\_\_\_\_ Cooperative Apt# \_\_\_\_\_ Corporation Name \_\_\_\_\_  
Cooperative Apartment owners must attach a copy of the CERTIFICATE OF SHARES**

Property Identification					For Condominiums & Co-ops Only	
Town	School Dist.	Section	Block	Lot	CA# or Bldg#	Tax Unit#

**Proof of Residence – must be attached to this application. Current car registration, current voter registration card, current NYS tax return, driver's license, non-driver's identification card. Proof of residency must have the current address as listed above. If the property is in a life estate, the life estate holder must supply the proof of residency *and* sign the application.**

**A Basic STAR application must be re-filed when your primary residence or the deed to the property changes and you must notify the Assessor, in writing *within 60 days of the date of transfer*, to remove any exemption(s) on a previous residence prior to filing the new application. This exemption is not transferable.**

**Copy of the Entire Trust – If the property has been placed in a trust, a copy *must* be attached.**

**CERTIFICATION (All Primary Resident Owners Must Sign)**

I (We) certify that all of the above information made on this application is true and correct and that the property listed above is my (our) legal primary residence. I (We) understand it is my (our) obligation to provide any documentation of eligibility that is requested and to notify the assessor if I (we) relocate to another primary residence. I (We) understand that any willfully false statements of fact will be grounds for disqualification from further exemption for a period of five years and a fine as set forth in New York State Real Property Tax Law.

**Signature(s)**

**Date**

\_\_\_\_\_

**Note:** The completed application must be filed with the Nassau County Department of Assessment on or before the taxable status date of January 2<sup>nd</sup>. Due to the extremely large volume of STAR applications processed by this Department, it is recommended that the applications be filed before December 31.

**Senior Citizen Homeowners (65 or older):** If your income qualifies, you may be eligible for the Enhanced STAR Exemption.

**THIS SPACE IS FOR ASSESSOR'S USE ONLY**

Proof of Ownership <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Primary Residence <input type="checkbox"/> Yes <input type="checkbox"/> No	Assessor's Signature _____ Date _____

## NASSAU COUNTY DEPARTMENT OF ASSESSMENT

The New York State BASIC School Tax Relief (STAR) Program provides an exemption from school taxes for owner-occupied, primary residences of one, two or three family homes, mobile homes, farm homes, condominiums, cooperative apartments or multiple use properties of which a portion is used, by the owner, as a primary residence.

The BASIC STAR exemption is for all homeowners, regardless of age or income, including senior citizens whose income does not qualify for the Enhanced STAR. If you own your primary residence, your property should be eligible for the Basic STAR exemption, but you must apply for it. A Basic STAR application does not have to be renewed each year; however, a STAR application **must** be re-filed when your primary residence or the deed to the property changes **and** you must notify the Assessor, *in writing within 60 days of the date of transfer*, to remove any exemption(s) on a previous residence **prior** to filing the new application. This exemption is **not** transferable. Homeowners are eligible to receive only **one** School Tax Relief (STAR) exemption within New York State.

### Application Instructions for the BASIC STAR exemption

1. Fill out the application **completely**. If not already preprinted, enter name, address and property identification. **Failure to provide a social security number may cause your application to be denied.**
2. Name on deed or shares **must** correspond with the name on the application. If the name does not match, proof of ownership (i.e. probated will, trust, etc.) must be submitted.
3. Attach a copy of the deed. Cooperative apartment owners must attach a copy of the **Certificate of Shares**.
4. Attach a copy of proof of primary residence – i.e. **Current car registration, current voter registration card, current NYS tax return, driver's license, non-driver's identification card. Proof of residency must have the current address as listed above.**
5. If the property is in a Life Estate, the life estate holder **must** sign *and* supply the proof of residency.
6. A copy of the Probated Will – *If* the owner(s) on the deed is(are) deceased.
7. A copy of the entire Trust – *If* the property has been placed in a Trust.

#### **New Homeowners:**

If you have filed for the Basic STAR Exemption on your previous residence, you must reapply on your new home **and** notify the Assessor, *in writing within 60 days of the transfer*, to remove any previous exemption prior to filing the new application. The STAR exemption is **not** transferable.

**Caution:** Anyone who misrepresents his or her primary residence may be subject to a \$100.00 penalty, may be prohibited from receiving the STAR exemption for five years, and may be subject to criminal prosecution.

The completed application must be filed with the Nassau County Department of Assessment on or before the taxable status date of January 2<sup>nd</sup>. Due to the extremely large volume of STAR applications processed by this Department, it is recommended that the applications be filed as early as possible.

*Para asistencia en Español llame al (516) 571-2020.*

**NASSAU COUNTY DEPARTMENT OF ASSESSMENT**  
240 OLD COUNTRY ROAD, 4<sup>TH</sup> FLOOR  
MINEOLA, NEW YORK 11501  
571-1500

