

## HOME/CONDO OWNER INSTRUCTIONS

### HOW TO FILE FOR AN EXEMPTION TO THE NORTHERN LIBERTIES BUSINESS IMPROVEMENT DISTRICT ASSESSMENT

Dear Northern Liberties Home/Condo Owner:

Please be advised that ALL owner-occupied homes and condos are EXEMPT and DO NOT PAY the NLBID assessment.

If you own a mixed-use or residential rental property and you live in an apartment or loft in the building, that portion is EXEMPT and you DO NOT PAY for that portion.

Here are instructions on how to file for an exemption or reduction:

#### HOW TO FILE FOR AN OWNER-OCCUPIED SINGLE-FAMILY OR CONDO EXEMPTION:

**Provide ONE of the following:**

- A copy of your driver's license or other government-issued ID showing your NLBID address, or
- A copy of a utility bill showing your NLBID address, or
- An affidavit attesting that you live in the address in the NLBID

This document or a photo of the document can be emailed to [info@explorenorthernliberties.org](mailto:info@explorenorthernliberties.org) or mailed to:

Northern Liberties Business Improvement District  
702 N 3rd St #834  
Philadelphia, PA 19123

#### HOW TO FILE FOR AN OWNER-OCCUPIED APARTMENT REDUCTION:

- Provide one of the above documents (DL, utility bill, or affidavit) including your unit or floor if possible, and
- Include the estimated percentage of the property that you will occupy, and
- Return both to the address or email above. We will contact you with any questions

#### HOW OFTEN WILL I NEED TO PROVIDE THIS DOCUMENTATION?

We will only ask for it if there appears to be a change in the ownership of your property.

For more information about the BID, please go to  
[www.explorenorthernliberties.org](http://www.explorenorthernliberties.org)