

DEFERRED PAYMENT SPECIAL ASSESSMENT POLICY

Section 1: "Special Assessment Deferral"

Special Assessment Deferral. Under City Code Section 730 and pursuant to MN Statute 435.193 through 435.195 senior citizens and retired disabled homeowners may defer special assessments levied against homestead property owned by the applicant if the criteria set forth in sections 2 through 5 of this policy are met by the applicant.

Deferred Amount. Only the principal payments are deferred. Interest on deferred assessments will still be due and payable each year with the regular property tax payments for the parcel.

Section 2: "Eligibility"

Eligibility. Any person 65 years of age or older or totally and permanently disabled (as determined by the Social Security Administrator) may defer special assessments levied against real property for public improvements if the following conditions are met.

- A. Ownership. The applicant must be the fee simple owner of the property or must be a contract vendee for fee simple ownership. An applicant must provide either a recorded deed or contract for deed with the application to establish a qualified ownership interest as required here.
- B. Homestead. The property must be the applicant's principal place of domicile and classified on the City's and County's real estate tax rolls as the applicant's homestead.
- C. Income. The income threshold for eligibility of those applicants 65 years of age and older or disabled will be established as 2 times the most recent U.S. Census Bureau Poverty Threshold compilations. Income eligibility would be determined by the submittal of the most recent federal tax filing form.

Section 3. "Termination of Deferral Status"

Termination of Deferral Status. Special Assessment payments deferred pursuant to the eligibility requirements set forth by this policy shall become payable effective upon the occurrence of one of the following events:

- A. Sale of Property. The subject is sold, transferred, subdivided, or in any way conveyed to another by the fee owner qualified for deferral status.
- B. Death of Owner. The death of the fee owner qualified for deferral status unless a surviving joint tenant, tenant in common, or contract vendee is eligible for the deferral benefit provided hereunder.

C. Non-homestead Property. The subject property loses its homestead status for any reason.

D. No Hardship. The City Council determines that there would be no hardship to require an immediate or partial payment of the deferred special assessment.

Section 4. "Filing for Federal Status/Fee"

Filing for Deferral Status/Fee. An eligible applicant must file an application on or before November 1st of the year preceding the year for which deferral status is requested in order to implement the deferral program for said Year. All deferral applications must be made on forms approved by the City and submitted to the City Administrator.

Section 5. Effective Date.

Dated the _____ day of _____, 20__.

Mayor

Attest

City Administrator

CITY OF BIG LAKE DEFERRED ASSESSMENT PROCEDURES

- **Deferred Assessment Application form is provided to applicant/property owner by the City Finance Director's Office.**
- **Applicant fills out the application form and provides the relevant information to document qualification for deferred assessment. Applicant then returns form to City Finance Director's Office.**
- **City Finance Director reviews the application and qualification with the City Council. If approved by City Council, City Finance Director then signs off on application form.**
- **The approved application is forwarded to the Sherburne County Recorder's office for recording.**
- **At such time the property no longer qualifies for the deferred assessment (upon a transfer of the property, loss of homestead status, or death), the County Auditor/Recorder's office will notify the City of the termination of the deferral status, and property owner to City Clerk's office to pay the outstanding deferred assessment amount.**

**CITY OF BIG LAKE
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 Big Lake Council are met.

Property Owner Name _____

Property Address _____

Property Legal Description or PIN Number _____

Property Owner Age _____ Home Phone Number _____
(Verified by Drivers License, Birth Certificate or other documentation)

Household Income _____ Assessment Project _____

(Please provide a copy of most recent year federal income tax return) Assessment Amount _____

For persons claiming eligibility by virtue of permanent physical disability, documentation must be provided with the application. Documentation may consist of a medical doctor's written statement, social security disability certification, or other verifying documentation.

PROPERTY OWNER SIGNATURE

DATE

CITY FINANCE DIRECTOR

DATE

Deferred Assessment household income eligibility is based upon the most current publication of the U.S. Census Bureau Poverty Threshold Guidelines. That information is attached to this application.

**AUTHORIZATION FOR DEFERRAL OF SPECIAL ASSESSMENT PURSUANT TO
MINNESOTA STATUTES, SECTION 435.194**

State of Minnesota
County of Sherburne

Date _____

I, the undersigned declare under penalties of perjury:

- That I reside at _____
- That I am owner of the property legally described as _____

- And identified by Property Identification Number _____

PROPERTY OWNER SIGNATURE

I, _____ of the City of Big Lake in Sherburne County, State of Minnesota do hereby certify that the application of _____, above named, has been duly reviewed and that in accordance with the deferred assessment policies of the City of Big Lake was duly approved on _____.

That in accordance with approval granted, that the special assessments on the above described property in the amount of \$_____, should be deferred until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility. Interest at the annual rate of ___% shall be due and payable each year with the regular property tax payments for the parcel.

CITY FINANCE DIRECTOR

DATE

OFFICE OF THE COUNTY RECORDER
STATE OF MINNESOTA
COUNTY OF SHERBURNE

I hereby certify that the within Authorization was filed in this office, record on the _____ day of _____ at _____ o'clock, was duly recorded in Book _____ on page _____.

COUNTY RECORDER

Date Received _____

County Auditor

OR

The above order terminated this _____ day of _____

Reason(s) _____

COUNTY AUDITOR