

**Burbank Unified School District  
Parcel Tax Exemption Application Form  
For Senior Citizen Exemption**

**To qualify for the Senior Exemption from Parcel Tax, you must: 1) turn 65 years old before July 1 of the application year; 2) own and occupy your property as your principal residence; and 3) mail, fax, or email the signed, completed application, with attachments, to the address listed below. Once your exemption request is approved, and unless circumstances change, no future applications are required.**

**\*PLEASE NOTE: RENTAL PROPERTIES ARE NOT ELIGIBLE**

**1. Please complete the following:**

Property Owner's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Co-Owner's (if applicable) Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Assessor's ID # (Assessor's Parcel Number): \_\_\_\_\_

**2. Please attach a copy of one of the following legal documents indicating that you will be at least 65 years of age by July 1, 2020, which reflects the property address:**

Valid Driver's License

California ID Card

Passport

**3. Please attach a copy of one of the following documents:**

Utility Bill

Social Security Check

Insurance Policy

**4. Please attach a copy of your current property tax bill indicating that you own the property.**

**5. Return To:**

Burbank Unified School District  
Attn: Business Services/Parcel Tax\*  
1900 West Olive Avenue  
Burbank CA 91506  
Fax: (818) 729-4573  
Email: [parceltax@burbankusd.org](mailto:parceltax@burbankusd.org)

**6. Penalty of Perjury Clause (*Signature Required*):**

I certify that I own and occupy the property listed above and use the property as my principal place of residence. I declare under penalty of perjury that this application (including accompanying copies of proof documents) is, to the best of my knowledge true correct and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

1. Applications received after June 30, 2020 will be submitted for the following tax year. Prior year refunds will not be granted.
2. Any parcel tax that was previously assessed on your tax bill is not refundable. Any approved exemption will apply for the remainder of the term of the parcel tax as long as the applicant continues to own and occupy the parcel as his or her principal residence.

**OFFICE USE ONLY**

DOB: \_\_\_\_\_

Verified By: \_\_\_\_\_

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

## Burbank Unified School District Parcel Tax Senior Citizen Exemption Application Instructions

1. This exemption will apply to any owner of a parcel used solely for owner-occupied, single-family residential purposes who is 65 years of age or older by July 1, 2020.
2. You only need to apply one time for the Senior Citizen Exemption. If your application is approved, you will be eligible to receive the Senior Citizen Exemption for the entire term of the parcel tax, so long as you continue to own and occupy the property listed on your application as your principal place of residence.
3. The Education Parcel Tax applies to parcels with land value. If your parcel is taxed for improvement value only (as in some mobile home parks), the Education Parcel Tax will not be assessed on your parcel, and you do not need to fill out this application.
4. To find your Parcel Number, look for the 10-digit number (XXXX-XXX-XXX) on your property tax bill, or call the County Assessor at (213) 974-3211.
5. Mail, fax, or email the signed, completed application, with attachments to:

Burbank Unified School District  
Attn: Business Services/Parcel Tax\*  
1900 West Olive Avenue  
Burbank CA 91506  
Fax: (818) 729-4573  
Email: [parceltax@burbankusd.org](mailto:parceltax@burbankusd.org)

*\*For hand-deliveries to the school district office, please contact the Business office at 818-729-4473*

6. Confirmation letters will be mailed to all applicants who qualify for an exemption.