

Homeowner Check-Up Guide

Make sure your interest in your home is protected. Check...

Whether your home is in your name:

- Go to www.hamiltoncountyauditor.org
- Click “Property Search”
- Enter your house number and street name and click “Search”
- Verify that your name is listed under “Owner Name and Address.”
- If you are not listed as the owner, check to see whether your deed was recorded and then contact the Hamilton County Auditor’s Office.

Whether your deed is recorded:

- Go to <https://acclaim-web.hamiltoncountyohio.gov/AcclaimWebLive/>
- Click “Name”
- Enter your last and first name
- Click “Search”
- Verify that a deed is listed from the previous homeowner to you at the time you purchased the house.
- If you do not see a deed listed, contact the Hamilton County Recorder for instructions on how to record your deed.

Owner-Occupancy Tax Credit

What is it? Reduction in property taxes for a homeowner’s principal place of residence.

Who qualifies? Every Hamilton County homeowner who occupies their home as their primary place of residence.

How to Apply:

- Mail or in person. Request a copy of the application by calling (513) 946-4099 or download and print the application, which is posted on the Auditor’s website. Mail the completed application, along with copies of any required documents to:

**Hamilton County Auditor
Attn: Homestead Department
138 East Court Street Rm. 304
Cincinnati, OH 45202**

Homestead Tax Exemption

What is it? Reduction in property taxes for the primary residence of a qualifying senior homeowner or homeowner with a permanent disability.

Who qualifies? Homeowners who:

- are 65 years of age or older or have a permanent disability
- live in their own home
- have a household income of no more than \$41,000.

Social Security payments are not considered in the income requirements.

How to Apply:

- Mail or in person. Request a copy of the application by calling (513) 946-4099 or download and print the application, which is posted on the Auditor's website. Mail the completed application, along with copies of the required documents to:

**Hamilton County Auditor
Attn: Homestead Department
138 East Court Street Rm. 304
Cincinnati, OH 45202**

Treasurer's Optional Payment Program (TOP)

What is it? Free payment program which allows homeowners to prepay future property taxes each month rather than paying a lump sum twice a year. Homeowners must either be current on their property taxes or in a contract to pay past due amounts.

Who qualifies? All Hamilton County homeowners.

How to Apply:

- Online or via mail. Submit an online application or download the application from the Treasurer's Office website. Paper applications can be mailed to:

**TOP Program
Hamilton County Treasurer
138 East Court Street
Cincinnati, OH 45202**

Metropolitan Sewer District Customer Assistance Program (CAP)

What is it? Eligible senior homeowners can receive a 25% discount on their monthly sewer bill from Metropolitan Sewer District of Greater Cincinnati.

Who qualifies? Homeowners who:

- are 65 years of age or older
- live in their own home
- have a household income of no more than \$41,000.

Social Security payments are not considered in the income requirements.

Metropolitan Sewer District Customer Assistance Program (CAP), cont'd.

How to Apply:

- Online at <https://msdgc.org/programs/customer-assistance-program-cap/>
- Email. Download the application from MSD's website and email it to MSDCAP@cincinnati-oh.gov along with copies of your required documents.
- Mail. Request a copy of the application by calling (513) 244-5101. Mail the completed application, along with copies of the required documents to:

Metropolitan Sewer District of Greater Cincinnati (MSD)

Attn: MSD CAP Manager

1600 Gest Street

Cincinnati, OH 45204

PIPP Plus (Percentage of Income Payment Plan)

What is it? Utility payment plan. Customers with gas and electric services will pay 10% of their income for each bill. Customers with only electric or gas service will pay 6% of their income for that bill.

Who qualifies? Homeowners and renters who:

- Are Hamilton County residents who have utility services from an electric or natural gas company regulated by the Public Utility Commission of Ohio are eligible for the program (like Duke Energy)
- Have a household income at or below 175% of federal poverty level

How to Apply:

- Online at www.energyhelp.ohio.gov
- Get a paper copy at Community Action Agency or a public library branch and mail the completed application to:

Office of Community Assistance, Home Energy Assistance Program

P.O. Box 1240

Columbus, OH 43216

Board of Revision Complaint

What is it? A way to challenge the Hamilton County Auditor's decision about the taxable value of your home.

Who qualifies? Any owner of property in Hamilton County.

How to File a Complaint:

- Mail. Download and print DTE1 form, which is posted on the Auditor's website. Mail the completed form and supporting evidence to the address below. Complaints must be submitted between January 1 and March 31:

Hamilton County Auditor

Attn: Board of Revision

138 East Court Street Rm. 304

Cincinnati, OH 45202