



**City of Richmond  
Real Estate Tax Escrow Payment Program**

**About the program:**

The City of Richmond Tax Escrow Payment Program is designed to assist you in budgeting for the following year's Real Estate Taxes. It is an easy program in which you make voluntary monthly payments. All prior years' taxes must be paid in full, before you can participate in this program.

Upon completion of this form, the City will establish a budget payment schedule designed to help you set aside enough money each month to cover next year's tax bills.

Your payments into the program are completely voluntary. You may pay more or less than our budgeted amount, but you will be billed for any balance due. Any balance due must be paid by January 14, 2016 and June 14, 2016 to avoid penalty and interest and retain any tax exemptions for the elderly or disabled property owners and those with partial rehabilitation tax exemptions.

Should you sell your home, or other listed properties, the money you have paid into your account will be refunded to you upon application.

**How to apply:**

Complete the application on the other side of this form and mail it to:

**City of Richmond  
Real Estate and Delinquent Collection  
900 E. Broad Street, Room 109  
Richmond, VA 23219**

We hope that this program will be a benefit to you, by providing an easy method of paying your real estate taxes on time. If you need additional information or assistance, please call 646-7000.



**2016 Tax Escrow Payment Plan Application Form**

**City of Richmond  
Department of Finance/ Collections  
900 E. Broad Street Room 109  
Richmond, Virginia 23219**

**Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Telephone #** \_\_\_\_\_ **Cell Telephone #** \_\_\_\_\_

**I wish to enter into a Tax Escrow Payment Plan for the following properties:**

<b>Address</b>	<b>Parcel ID #</b>	<b>Previous Year Tax</b>
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(Please list additional properties on a separate sheet and attach to this form)

**I understand my payments into this program are entirely voluntary, and that it is my responsibility to pay any amounts remaining due by January 14, 2016 and June 14, 2016 of the semi-annual real estate billing period to avoid penalties, interest and retain any tax exemptions for the elderly or disabled property owners and those with partial rehabilitation tax exemptions.**

**I hereby authorize the City of Richmond to keep custody of these funds on my behalf, and to apply the balance of my account, as needed, to pay my upcoming Real Estate Taxes.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**