



Board of Assessment Appeals

150 North Queen Street
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January 27, 2023

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Craig J. Haertter

Solicitor

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To: Mobile Home Park Owners/Management Office
From: Lancaster County Property Assessment Office

Re: Act 36/Unpaid Taxes/Incoming Homes

Dear Park Owner:

Please be advised, as a result of Act 36, signed into Law by the Governor on June 30, 2014, the Property Assessment Office will be unable to change ownership names without first verifying payment of all taxes (**this is required through a permit through the Lancaster County Tax Claim Bureau with all removals and demolitions**), and/or receiving a copy of the new Title. If you can provide us with a copy of the new title, along with your usual list of new owner names, that would be very helpful. If you cannot readily provide us with a copy of the title, a copy of the bill of sale showing new ownership would be a helpful start. With that information, our office will be able to make sure that future notices/bills go to correct owner. If you are not able to provide that info, please be patient as the process of changing new names may take a little longer than the old way.

As a reminder, our office requests that you update us via email (EdPantojas@co.lancaster.pa.us) or phone call (717-295-5940), any time a home is removed and/or replaced so we can maintain an accurate listing. In the event of new homes coming into the park, our office will make every effort to leave contact forms in hopes of being able to obtain ownership information (title and VIN number) as to keep our records updated. We will also attempt to reach out to Park/Property Owners for assistance. After exhausting those options, our office will place the new assessment information on the landowner's property record card.

We will continue to monitor our process moving forward and will work to reduce the overall time involved with updating your ownership changes in our database. Again, thank you for your cooperation regarding this process, and please feel free to contact our office should you have any questions in the meantime.

Sincerely,



Craig J. Haertter, CPE

Director

Property Assessment

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