



# CITY OF ALLENTOWN TAX CERTIFICATION REQUEST FORM

Please complete this form for every tax certification being ordered. We will accept an internal document from your organization if it includes all the information requested below.

Tax certifications are **\$30.00** per property. If you have multiple requests, you can submit one check for the total amount, payable to the **City of Allentown**. Please deliver your requests in person or mail them to:

City of Allentown  
Room 215 – TAX CERTS  
435 W Hamilton Street  
Allentown, PA 18101

The completed tax certification will be emailed to you within 5-7 business days of the date we receive your request. These come directly from the system and the sender will be [admins@allentownpa.gov](mailto:admins@allentownpa.gov). Please check your spam/junk folder prior to calling for the status of your cert. You do not need to mail us a postage paid envelope. If you have any questions concerning the process, or would like to check the status of a cert you previously ordered, please contact us at 610-437-7506 or [TaxCerts@allentownpa.gov](mailto:TaxCerts@allentownpa.gov).

#### Parcel Information:

- Parcel ID Number: \_\_\_\_\_
- Property Address: \_\_\_\_\_
- Current Owner: \_\_\_\_\_

#### Requestor Information:

- Name/Company: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

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#### **For Internal Use Only**

Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Emailed: \_\_\_\_\_

Revenue and Audit Team Member Initials: \_\_\_\_\_ Property Account #: \_\_\_\_\_