

## Owner-Builder Written Declaration

**I am an owner-builder who declares the following to subcontractors working on the project described below: I am improving the property named below for sale; and I will be liable for the city or town privilege tax for such contracting activity; and I have a valid city or town privilege license number as shown below. This declaration is made in accordance with Model City Tax Code section 415(c)(2).**

**A separate "Owner-Builder Written Declaration" is needed for each project.**

<b>OWNER-BUILDER INFORMATION</b>
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A. Owner Name: \_\_\_\_\_

B. Owner Address: \_\_\_\_\_  
(Full address of owner)

C. Owner Phone: (\_\_\_\_\_) \_\_\_\_\_

D. City or Town of \_\_\_\_\_ Privilege License Number: \_\_\_\_\_  
[Required]

<b>PROJECT INFORMATION</b>
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E. Job Address: \_\_\_\_\_  
(Full address of job)

F. Subdivision Name: \_\_\_\_\_

G. Lot Number: \_\_\_\_\_ Book/Map/Parcel: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

H. Check the Project Type: \_\_\_\_\_ Residential structure; \_\_\_\_\_ Lot without structure  
\_\_\_\_\_ Other – describe: \_\_\_\_\_

<b>SUBCONTRACTOR INFORMATION</b>
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I. Issued to: \_\_\_\_\_  
(Name of subcontractor)

\_\_\_\_\_  
(Full address of subcontractor, including phone no.)

**I certify that the above information is correct and that I understand that making a false or fraudulent claim to aid or abet another to obtain a city or town privilege tax exemption is a Class One Misdemeanor [pursuant to Model City Tax Code section 580].**

Owner-Builder Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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