

**City of Laurel**  
**Public School Employee Real Estate Tax Credit Program**  
**Application Information**

- 1. Eligibility.** Per Ordinance No. 2030, adopted on October 28, 2024, a property owner is eligible for a tax credit on the City of Laurel Real Estate Taxes if the individual remains eligible for the credit.

An individual is eligible to receive a real property tax credit if:

- (1) The individual is a current full-time employee of the Prince George's County Public School System facility located within the Greater Laurel Area (Prince George's County only) for at least two (2) years. Eligible Employee does not include individuals who supply goods or services to the Prince George's County Public School System on a contractual basis.
  - (2) Greater Laurel Area means a facility owned by the Prince George's County Public School System that carries a Laurel, MD postal address located in Prince George's County only.
  - (3) With regard to the dwelling for which a property tax credit is sought, an eligible individual (i) has resided in the same dwelling for at least the entire taxable year, (ii) the dwelling is the individual's primary residence, (iii) the dwelling is located within the limits of the City of Laurel and (iv) the dwelling has a maximum assessed value of five hundred thousand dollars (\$500,000.00) at the time the individual first applied for the credit.
- 2. Amount.** The tax credit allowed under this Section is twenty percent (20%) of the City property tax imposed on the dwelling, with a maximum property assessment of Five Hundred Thousand Dollars (\$500,000), not to exceed \$2,500.00 per tax year.
- 3. Application.** Applications shall be submitted to the City of Laurel Department of Budget and Personnel Services between June 15 to August 31 of each year. Upon review and approval, tax credits will be issued in accordance with these guidelines.
- 4. Documentation.** Documentation shall be submitted with the application and can be documents such as photo ID with age and address; Proof of Purchase; the deed from the court or the like; Proof of employment (i.e. paystub or verification letter with stamped seal from school signed by Principal and/or agent).
- 5. Tax Credit Issuance.** Real estate tax bills shall be paid, and the tax credit will be issued as a reimbursement to the homeowner. If the tax bill is paid in semi-annual installments, the tax credit will be issued appropriate to the amount of taxes paid; therefore, the tax credit may be issued in semi-annual installments.
- 6. Annual Certification.** Property owners shall be required to provide documentation and make an annual certification that the property is owner-occupied for the tax credit to continue as approved. Property owners shall provide a driver's license and at least one of the following items: utility

invoices for the property; credit card bills; and bank statements. Current School Employment will also be needed. Annual certification must be submitted to the Department of Budget and Personnel Services by August 31<sup>st</sup> each year.

7. **Limitation.** A property owner shall be eligible to participate in one (1) tax credit program at a time. This tax credit program is first come, first served as limited to available funding.