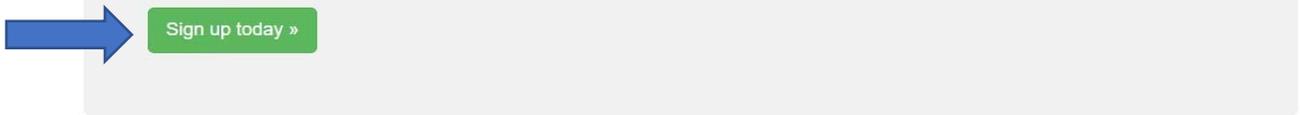


Owner Occupied Affidavit Website Instructions

1. Enter the URL, <https://ptd.wyo.gov/OWNEROCC/pages/home>, into your browser.
2. Click the 'Sign up today' button.



What Properties are Eligible?

As a designated homeowner, you may be eligible for reduced property taxes. The following single family dwellings are eligible properties for those individuals who occupy the property full time:

- House
- Condominium
- Townhouse
- Manufactured
- Mobile Home

How Much?

The amount of the exemption under this program is twenty-five percent (25%) of the fair market value of a single family residential structure and the associated improved land. The exemption only applies to the first one million dollars (\$1,000,000.00) of the fair market value and some limitations may apply.

Duration?

Beginning in tax year 2026, any taxpayer that owns and resides in a single family residential structure as defined in W.S. 39-11-105(a)(xvi) may be eligible to claim an exemption, if they reside on property for not less than eight (8) months of the year.

Serving in the Military?

Also beginning in 2026, if the person claiming the exemption or a member of that person's immediate family was on active duty, but was unable to meet the eight (8) month requirement, you may still be able to qualify for the exemption if the single family residential structure is the legal domicile of the applicable member of the armed forces.

How to Request the Exemption?

To apply for this exemption, simply complete the affidavit process, which starts with the button above. Your individual application will be reviewed by your local County Assessor to ensure you qualify.

Having Issues?

Please contact your local County Assessor for assistance. Filling out the affidavit only takes a few minutes, however, the County Assessor's office is available to assist you if needed. You can locate their contact information [HERE](#).

3. On the Search for Account Info screen, select the county which the property resides in. Enter either the account number or the street address. If entering the street address, the full street number and street name need to be entered. A partial street name can be entered. Once the information has been entered, press Search For Account button at either the top or bottom of the form.

Search for Account Info

SEARCH FOR ACCOUNT CANCEL

INSTRUCTIONS

Let's find your property. First, select the county in which the property is located. Next, enter the street number and the street name of the physical address where you reside. Instead of using the properties street address, you can also enter your property tax account number. This can be found on your Notice of Assessment or tax bill. The account number can also be obtained by contacting your local County Assessor for assistance. When you are satisfied with your entry, please hit the "Search for Account" button to continue.

County	Laramie ▼ <small>All searches start with the County. Please enter this to continue.</small>
Street Number	100 <small>Enter only the property street number.</small>
Street Name	1st <small>Enter only the street name of the property. Exclude St., Ave., Rd., ect.</small>
Unit Name	<small>(e.g., 1A, 2D, E3, etc.)</small> <small>Optional. Enter the unit number of the property. If no results appear, try omitting this field.</small>
Account Number	<small>(e.g., R0020506, M0001340, etc.)</small> <small>Optional search item which will ignore the other search fields if entered. This account number can be found on your Assessment Notice or Tax Bill.</small>



4. The next screen will show the results of the search. Select the record that matches the property you are looking for. If the record you are looking for does not appear, click Return to Search to take you back to the Search for Account Info screen and retry your search.

[RETURN TO SEARCH](#)

INSTRUCTIONS
Please select the record that matches the property location you are looking for. If you do not see the property listed, press the Return to Search above to return to the search screen.
Showing 2 items.

Account Number	Jurisdiction	Name1	Name2	Address
R0022320	LARAMIE	HOLDEN, BRUCE N ET UX		100 E 1ST AVE
R0022333	LARAMIE	OGLE, KEVIN L ET AL		100 W 1ST AVE

5. Fill out the form in the Filer Information section. Fields with an * are required. The email field is optional and not required. This is just a verification step if a valid email address is entered by sending a verification code to that address. The information in the bottom section is for the property that was selected in the previous step. Check this to verify you selected the correct property record. If not, click Return to Search and repeat steps 3 and 4. Once the required fields are filled out, click Submit Form.

County Assessor's Office: If you are filling this out on the taxpayer's behalf over the phone, in the office, etc., skip entering the email address.

[SUBMIT FORM](#) [RETURN TO SEARCH](#)

FILER INFORMATION
Complete the form. Make sure to enter all required fields.

* First Name **Bob**

* Last Name **Jones**

* Mailing Address **100 Main St**

* Mailing City **Cheyenne**

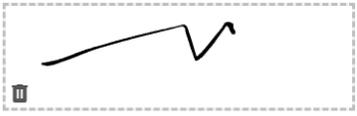
* Mailing State **WY**

* Mailing ZIP Code **82009**

* Phone **3071234567**

E-Mail *Valid email addresses will receive confirmation of the affidavit filing when complete.*

* Residency Requirement **Yes** 
Will you have lived in this residence for at least 8 months during the 2025 calendar year?

* Signature 

COUNTY ASSESSOR ACCOUNT INFO
Please review the information below. If this is not the residence in which you reside, click Return To Search.

* Accountno **R0022320**

* Jurisdiction **LARAMIE**

Name 1 **HOLDEN, BRUCE N ET UX**

Name 2

Street Number **100**

[SUBMIT FORM](#) [RETURN TO SEARCH](#)

- If an email address was entered and the form is submitted, you will be taken to the Email Verification screen. This is where you will enter the 6 digit code sent to the email address. After entering the code, click Complete Verification. If the code is entered 3 time unsuccessfully, this only affects verification and not the form submission. The form will be submitted regardless.

Email Verification

You are almost complete! An email has been sent to you from the Wyoming Department of Revenue that contains a verification code. Please enter that verification code here and hit Complete Verification. Thank you!

VERIFICATION ENTRY 

Verification Code 123456



- To check to see who has submitted the affidavit, go to this URL and use your Education credentials to log in: <https://ptd.wyo.gov/OWNEROCASSESSOR>
Here, you can download and edit the records.