



# Planning & Economic Development

## MFTE Annual Report for 12 yr Property Tax Exemption

NOTE: Please answer each question completely. If you have any questions about this form, do not understand the questions, or need additional information regarding regulations or policies of the City of Spokane, city staff will be happy to assist you.

Initial Taxpayer(s) must file this annual report with the City of Spokane's Planning and Economic Development Department within thirteen months of the Exemption beginning on February 1, and each year thereafter for the term of the exemption period **(12 years)** Failure to submit this Annual Report may result in cancellation of the tax exemption and taxes and penalties being assessed.

Name of Property Owner: \_\_\_\_\_ Date \_\_\_\_\_  
Address of Property Owner: \_\_\_\_\_ Phone(s): \_\_\_\_\_  
Email: \_\_\_\_\_

Name of Taxpayer (if different from Property Owner): \_\_\_\_\_ Date \_\_\_\_\_  
Address of Taxpayer: \_\_\_\_\_ Phone(s): \_\_\_\_\_  
Email address of Taxpayer: \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel number: \_\_\_\_\_  
Project Name: \_\_\_\_\_

### PROJECT INFORMATION

1. The Final Certificate of Tax Exemption for this property began in year \_\_\_\_\_. Your last tax year of exemption is \_\_\_\_\_.
2. Amount of time the multi-family unit(s) in question has been ☐ occupied ☐ vacant during the previous year:  
\_\_\_\_\_
3. Change in use:  
☐ The property has not changed from multi-family use since the date of filing of the Final Certificate of Tax Exemption and continues to be in compliance with the contract with the City of Spokane.  
☐ This unit or units within the multi-family property are offered as short-term (less than 1 month) rental units.  
Which units: \_\_\_\_\_  
☐ The property has changed use since the date of filing of the Final Certificate of Tax Exemption. Description of changes, including current use other than multi-family, and date of change:

4. The following improvements or changes have been made to the property after the filing of the Final Certificate of Tax Exemption or the last annual reporting.

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**Rental only properties:** How many total rental units within the building \_\_\_\_\_. How many units are occupied by households with qualifying incomes at or below of 115% of Area Median Income \_\_\_\_\_.

Complete the HOUSEHOLD INFORMATION FOR TAX-EXEMPT QUALIFYING AFFORDABLE UNITS in the table below. **For each qualifying unit listed below you must attach the tenant's completed and signed **Annual Income Certificate** form.**

HOUSEHOLD INFORMATION FOR TAX-EXEMPT QUALIFYING AFFORDABLE UNITS			
UNIT NUMBER	MONTHLY HOUSEHOLD INCOME	HOUSEHOLD SIZE	MONTHLY RENT

There is additional space on the next page for the Household Information for Tax-Exempt Qualifying Affordable units.

#### **AFFIRMATION**

As **taxpayer(s)** of the land described in this application, I declare under penalty of perjury under the laws of the State of Washington that this application and any accompanying documents have been examined by me and that they are true, correct, and complete to the best of my knowledge.

**Signature of Taxpayer**

\_\_\_\_\_ Date \_\_\_\_\_

By typing my name in a signature field I agree that my typed name will be the electronic representation of my signature for all purposes, including legally binding agreements, declarations of fact under penalty of perjury, and acknowledgment of receipt of information and/or documents, just the same as a pen and paper signature.

*Email a copy to: [incentives@spokanecity.org](mailto:incentives@spokanecity.org)  
Or to submit in hardcopy, please mail to:  
City of Spokane, Planning & Economic  
808 W Spokane Falls Blvd, 6<sup>th</sup> floor  
Spokane WA 99201*

