



Planning & Economic Development

MFTE Final Property Tax Exemption Application

NOTE TO APPLICANT: Please answer each question completely. If more space is needed, attach additional paper. If you have any questions about this application, do not understand the questions, or need additional information regarding regulations or policies the City of Spokane, staff, **509-625-6597**, will be happy to assist you.

If the Conditional Contract criteria are met, this application is for the creation of a Final Certificate of Multi-family Tax Exemption Contract with the City.

Name of Applicant: _____ Date: _____
 Applicant Address: _____ Phone: _____
 Applicant email: _____ Owner Email: _____

Name of Taxpayer (if different from Applicant) _____ Date: _____
 Taxpayer Address: _____ Phone: _____
 Taxpayer email: _____ Owner Email: _____

PROJECT INFORMATION

You are applying for a Final Certificate of Exemption under the:

Project meets the Market rate eight year exemption criteria Project meets the Affordable twelve year exemption criteria,
require completion of the AFFORDABILITY section (“Affordable” housing means that housing costs including utilities other than telephone do not exceed 30% of the occupant’s monthly income for those households at or below 115% of Area Median Income (AMI).

Project Address: _____ Project Name: _____
 County Assessor’s parcel number(s): _____

Type of housing units (check all that apply): Apartments Condominium/Townhome Mixed-use Project
 New Construction, or Conversion of Existing Structure: total # units: _____ units per building: _____
 Rehabilitation of Existing Structure: # existing units rehabilitated: _____ # additional units constructed: _____

Unit(s) within the multi-family property will be offered as short-term (less than 1 month) rental units. Which units: _____

Total expenditures made in the rehabilitation or construction of the entire project: \$ _____

Parking garage, number of parking stalls _____ it is public parking. It is private parking.

Project start date: _____ Project completion date: _____

Project was completed within 3 years of the effective date of the Conditional Certificate of Tax Exemption (which approved by the City Council on _____) OR: Project was completed within the time period approved on the Extension of Conditional Certificate of Tax Exemption (which was issued on _____).

A Certificate of Occupancy was issued for this project on _____ and a copy is attached

Email "After" photos submitted electronically (3 interior depicting completed units, 1 exterior depicting the entire building(s) to: incentives@spokanecity.org

Complete the following "Project Information" regarding all RENTAL units in the project.

UNIT TYPE	#TAX EXEMPT UNITS		NON-HOUSING SQUARE FEET	AVERAGE MONTHLY RENT		AVERAGE UNIT SIZE (S.F.)	AVERAGE DEVELOPMENT COST PER UNIT
	AFFORDABLE (#)	MARKET RATE (#)		AFFORDABLE (\$)	MARKET RATE (\$)		
STUDIO							
1 BED-ROOM							
2 BED-ROOM							
3+ BED-ROOM							
OTHER (NON-HOUSING)							
TOTAL							

AFFORDABILITY

_____ # (_____ %) units are rented to affordable to moderate income households at or below 115% AMI

Owner Occupied Affordable unit. Units priced to be affordable to moderate income households at or below 115% AMI

Purchase Price of an Affordable unit _____. Household Annual Income _____. # of Bedrooms _____.

_____ Owner Occupied unit for Sale. Seller confirms that the selling price \$ _____ of the qualifying unit is at an amount
Initial considered affordable to those households at a moderate income levels at or below 115% of Area Median Income, AMI.

_____ Rentals the Annual Certification filing will require the property manager's certification that the occupant's income in all
Initial eligible units meets the affordability criteria.

Complete the following "Unit Information" for all Qualifying AFFORDABLE RENTAL units

UNIT NUMBER	AFFORDABILITY LIMITS (% AMI)	MONTHLY HOUSEHOLD INCOME	HOUSE-HOLD SIZE	# OF BEDS	MONTHLY RENT

UNIT NUMBER	AFFORDABILITY LIMITS (% AMI)	MONTHLY HOUSEHOLD INCOME	HOUSE-HOLD SIZE	# OF BEDS	MONTHLY RENT

If you need more space to complete the “Unit Information” there is additional space on page 4.

STATEMENT OF POTENTIAL TAX LIABILITY

Note: ADDITIONAL TAX MAY BE DUE UPON CANCELLATION OF EXEMPTION. (initial to affirm and acknowledge)

- The Taxpayer is aware that the partial property tax exemption goes into place the tax year following the year the Final Certificate Contract is recorded by the County Assessor.
- The Taxpayer acknowledges the potential tax liability if and when the property ceases to be eligible for exemption.
- The Taxpayer acknowledges that they are required to file the appropriate annual certification as outlined within the Final Certificate of Exemption Contract to keep the project within compliance.
- The Taxpayer is aware that the tax exemption must be cancelled if the property is converted from multi-family to another use.
- The Taxpayer understands that if they decide to convert the multi-family housing to another use, or if applicable, if the owner intends to discontinue compliance with the affordable housing requirements, the owner must notify the Development Services Center and the Spokane County Assessor within 60 days of the change in use or intended discontinuance.

APPLICATION FEE

Applicant acknowledges that a MFTE permit fee of \$1050 per qualifying parcel is required to be paid before the Final Exemption Contract will be completed and recorded by the City of Spokane and Spokane County.

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 and clicking "Submit", 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.

