



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, **509-625-6500**, 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:

- ☐ Market rate eight year exemption criteria ☐ Affordable twelve year exemption criteria
- ☐ Permanent Affordable twenty year exemption criteria

12-yr and 20-yr Applications requires the completion of the AFFORDABILITY section

("Affordable" housing means that housing costs including utilities other than telephone do not exceed 30% of the household'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: _____

Total square feet of the building _____ and the total square feet of commercial space _____.

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

☐ Unit(s) are considered student housing, congregate living, or SRO 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 as affordable to low to moderate income households at or below 115% AMI

☐ Owner Occupied Affordable unit. Unit(s) priced to be affordable to moderate income households at or below 115% AMI

☐ Rents and utilities other than telephone paid by the tenants do not exceed 30% of the household's monthly income.

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 and rent in all
Initial eligible units meets the affordability criteria.

_____ Units within the 12-yr program that are set aside for low and moderate income household must:
Initial

1. be dispersed throughout the building and distributed proportionally among the buildings;
2. not be clustered in certain sections of the building or stacked;
3. be comparable to market-rate units in terms of unit size and leasing terms;
4. be comparable to market-rate units in terms of functionality and building amenities and access

Complete the following “Unit Information” for all Qualifying AFFORDABLE RENTAL units

UNIT NUMBER	MONTHLY HOUSEHOLD INCOME	NUMBER 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 AND PENALTIES 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 reports every February 1 as outlined within the Final Certificate of Exemption 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 City Planning and Economic Development Department 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 \$2,000 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.

[City of Spokane, Planning and Economic Development | Phone: 509.625.6500 | my.spokanecity.org/economicdevelopment/incentives/multi-family-tax-exemption](https://my.spokanecity.org/economicdevelopment/incentives/multi-family-tax-exemption) | incentives@spokanecity.org

Additional “Unit Information” for all Qualifying AFFORDABLE RENTAL units

[illegible]