

**APPLICATION FOR RESIDENTIAL TAX ABATEMENT
CITY OF CINCINNATI COMMUNITY REINVESTMENT AREA
RENOVATION AND NEW CONSTRUCTION**



SINGLE UNIT, TWO UNIT, AND THREE-UNIT DWELLINGS AND CONDOMINIUMS

*Instructions: Please complete the information on pages 1 – 2 of this document and submit to the Department of Community and Economic Development along with required supporting documentation **and a \$75.00 application fee.** Please read and retain the information on pages 3 – 4 for your records. Please make and retain a copy of this application and all supporting documents prior to submitting these materials.*

Address of subject property: _____ Zip: 452_____

Hamilton County Auditor Parcel ID#: _____ - _____ - _____ (<http://hamiltoncountyauditor.org>)

City of Cincinnati Neighborhood: _____ Year Residence Built _____

Name of Property Owner Applying for Abatement: _____

Phone: _____ Main Contact email address: _____

Address of property owner _____

<p>Date Substantially Complete Building Permits Submitted to the Department of Inspections:</p> <p>_____</p> <p><i>(Application Date(s) of Permits)</i> http://cagis.hamilton-co.org</p>		<p>Date of Project completion:</p> <p>_____</p> <p><i>(Date on Certificate of Occupancy or Last Inspection)</i> http://cagis.hamilton-co.org</p>
<p>Construction Type:</p> <p><input type="checkbox"/> Renovation of existing dwelling</p> <p><input type="checkbox"/> New Construction</p> <p><input type="checkbox"/> Condominium Conversion</p>		<p>Please indicate if the project met Leadership in Energy and Environmental Design (LEED) levels as defined by the U.S. Green Building Council (www.usgbc.org)?</p> <p><input type="checkbox"/> Project is <u>not</u> LEED-certified</p> <p><input type="checkbox"/> LEED Certified</p> <p><input type="checkbox"/> LEED Silver</p> <p><input type="checkbox"/> LEED Gold</p> <p><input type="checkbox"/> LEED Platinum</p>
<p>Housing Tenure Type:</p> <p><input type="checkbox"/> Owner-Occupied</p> <p><input type="checkbox"/> Rental</p>	<p>Number of Dwelling Units</p> <p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p>	<p>Please indicate if the project met Living Building Challenge (LBC) levels as defined by the International Living Future Institute (http://living-future.org/lbc):</p> <p><input type="checkbox"/> Project is <u>not</u> LBC qualified</p> <p><input type="checkbox"/> LBC Net Zero</p> <p><input type="checkbox"/> LBC Full</p> <p><input type="checkbox"/> LBC Petal (requires “Energy Petal”)</p>
<p>Please indicate if the City of Cincinnati Visitability Standards apply:</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>		

Brief description of work:

- A copy of all **closed** Building Permit(s) and /or the final Certificate of Occupancy (C.O.) issued for the work claimed.
 - Please call the Department of Buildings and Inspections at (513) 352-3271 to obtain the closed permits or (513) 352-3267 for information regarding the Certificate of Occupancy.
 - Additional information regarding permits may be obtained at this web address: <http://cagis.hamilton-co.org>. Prior to submitting this application, please review the status of all permits on this website to ensure that each permit at the address has a status of CLOSED or FINAL.
 - New construction applications MUST submit a C.O.
 - Condominium conversions MUST have a C.O. for the individual unit.

- Total cost of improvements or new construction: \$
 - At minimum, at least \$2,500.00 in costs for a condominium or a one- or two-unit dwelling and at least \$5,000.00 in costs for a three-unit dwelling is required.

- Include documentation to support the cost of improvements. Documentation must be submitted in one of three acceptable formats:
 - 1) A notarized list identifying the general categories of the work completed, the date the work was completed, and each category's expense. A labor cost for your own work can also be included.
 - 2) The **final**, notarized affidavit of the draw payments of the construction contract. Please ensure that the affidavit includes a description of the work completed.
 - 3) Signed copy of the HUD Settlement Statement of the bank loan or the Closing Disclosure from both parties taken out for the construction costs or dwelling purchase.

APPLICATION FEE – FEE MUST BE SUBMITTED FOR EACH PROPERTY:

- \$75.00 Application Fee is included. Make check, money order, or cashier's check payable to "City of Cincinnati". Please include the property address on the memo line. Cash and credit cards are not accepted. The application will not be processed until proper application fee is received. Application fee is nonrefundable.

I declare under the penalties of falsification that this application, including all enclosed documents and statements, has been examined by me, and to the best of my knowledge and belief is true, correct, and complete.

Date

Signature of Property Owner(s)

Send Application and Fee to:

City of Cincinnati
Department of Community and Economic Development
Residential Tax Abatement Program
805 Central Avenue, Suite 700
Cincinnati, Ohio 45202

*For further information, please contact:
(513) 352-6146 or e-mail
communitydevelopment@cincinnati-oh.gov*

PROPERTY TAX ABATEMENT INFORMATION

Please read the information on pages 3 and 4 carefully and retain for your records:

1. The City of Cincinnati Department of Community and Economic Development Community Reinvestment Area (CRA) Tax Abatement Program stimulates revitalization, retains residents, and attracts new homeowners. The program provides a benefit for residents who improve their homes and encourages home shoppers to buy in the City of Cincinnati.
2. Any homeowner in the City may be eligible for property tax abatement if they have renovated their home or purchased a newly constructed home. The home must be either a condominium or a one, two, or three unit residential structure. The period for tax abatement begins during the tax period when the improvements are added to the building valuation, although it is not applied to the property until the application date. The abatement is 100% of the property's *increased taxable value*, up to the maximum abatement value listed in the table. Taxes on the land itself are not included in the abatement. An application only accepted AFTER the improvements had been made.
3. It should be noted that some types of remodeling do not increase taxable value. Improvements to the house itself, garage, in-ground pool, decks and patios may qualify for the abatement. Roofing, vinyl siding, windows, gutters and painting may improve the condition of the house but may not increase the taxable value of the property. Landscaping, retaining walls, driveways and the like do not qualify for the abatement.
4. Please make a copy of your documents prior to submission. If your application is qualified for the program, you will receive a copy of the letter that the City sends to the Auditor when we submit your application for valuation. If your application is not qualified for the program or if we require additional materials, we will follow up within **eight weeks**. If you have not heard from the City within **eight weeks** of having submitted your application, it is your responsibility to follow up and check the status of your application. The application will be credited from the date the City receives the application. After the Auditor receives your application, further follow-up is with that office. The Hamilton County Auditor can be contacted at (513) 946-4000.
5. Improvements made to the property resulting in an increased property valuation qualify for tax abatement. The Hamilton County Auditor's Office determines the abatement amount based on the type of the improvements as well as when the abatement period begins. A letter will be received from the Auditor's Office after the Auditor's appraisal has been completed. **PLEASE BE AWARE THAT THE VALUATION DETERMINATION COULD TAKE FROM SEVERAL MONTHS UP TO TWO YEARS as taxes are one year in arrears and the Auditor will hold the application until the affected tax period.**
6. Longer abatement terms and/or higher maximum abatements may be available for properties that meet Leadership in Energy and Environmental Design (LEED) standards, properties that meet City of Cincinnati Visitability Standards or properties that meet Living Building Challenge (LBC) standards. Additional information regarding obtaining LEED certification may be found on the U.S. Green Building Council website: www.usgbc.org Additional information regarding City of Cincinnati Visitability Standards is available here: <http://www.cincinnati-oh.gov/community-development/linkservid/D3BB2481-0F3F-7BB8-985D03C4F89BFE3A/showMeta/0/> Additional information regarding obtaining LBC certification: <http://living-future.org/lbc> To qualify for the increased LEED or LBC benefits, the LEED or LBC certificate MUST be included with your application. To qualify for the increased Visitability benefits, the Visitability benefit must be listed on the Certificate of Occupancy under Special Conditions.
7. As there may be a lag time between a property receiving the LEED or LBC certificate and the Certificate of Occupancy, an application may be received once the C.O. is obtained. The LEED or LBC certificate may be submitted at a later date. Recall the abatement is only credited once an application is received.
8. An increase or decrease in taxes during the abatement period may result when voted changes in tax rates, state-mandated reappraisals, or updates reflecting neighborhood trends are adopted.

9. If credit is claimed in the abatement application for work that was performed without the required building permits, it will be the owners' responsibility to obtain the required permits retroactively prior to filing for the abatement. If a residential dwelling was purchased after a renovation was performed and there is no permit history to document the renovation, at minimum, a Certificate of Inspection will be required. An individual Certificate of Occupancy is required for a condominium unit conversion.

10. An **annual exterior inspection** is required for all new and existing tax abatements to ensure that the property is being properly maintained. New tax abatement applications may be subject to an exterior inspection prior to final approval by the Department of Community and Economic Development. If building code violations are observed, the application will be denied until the deficiencies are addressed. Properties with current abatements will have their tax abatement revoked if violations are placed against the property and the violations are not resolved. Properties with current abatements that are delinquent on taxes may also have the abatement revoked.

11. Any person denied tax abatement by the Housing Officer may appeal in writing to the Community Reinvestment Area Housing Council, which shall have the right to overrule any decision of a Housing Officer. Appeals from a decision of the Housing Council may be taken to the Court of Common Pleas.

12. A \$75.00 application fee must be submitted for each application. An application will not be processed until proper application fee is received. Because the application fee offsets the administrative costs associated with processing applications, the application fee will not be returned if the application is denied.

13. City of Cincinnati Council may rescind the ordinance granting tax abatements at their discretion.

14. As the result of a December 19, 2012 amendment to the City of Cincinnati ordinance governing the tax abatement program, there are differences in how the tax abatement applies to properties with substantially complete building permits/plans received by the Department of Buildings and Inspections on or before January 31, 2013 and properties with substantially complete building permits/plans that are received after this date. For more information on how the tax abatement is applied to newly constructed and renovated homes with Plans and Permits received after January 31, 2013 please consult the following table:

Single-Family, Two, Three Dwelling-Unit Structure, or Residential Condominium				
		Renovation	New Construction	
			Visitable	Non-Visitable
Non LEED	Max Abatement*	\$275,000	\$275,000	
	Term (years)	10	12	10
LEED Certified	Max Abatement*	\$275,000	\$275,000	
	Term (years)	10	15	
LEED Silver	Max Abatement*	\$400,000	\$400,000	
	Term (years)	10	15	
LEED Gold LBC Net Zero	Max Abatement*	\$562,000	\$562,000	
	Term (years)	10	15	
LEED Platinum LBC Full, Petal**	Max Abatement*	No Limit	No Limit	
	Term (years)	10	15	

*Abatement limit applies to improved building value only

**Requires Energy Petal Achievement

LBC: Living Building Challenge

LEED: Leadership in Energy and Environmental Design