

# Commercial Rehabilitation Exemption Application Checklist

**Applicant Name:** \_\_\_\_\_

## GENERAL INFORMATION NEEDED FOR ALL APPLICATIONS:

- Completed Department of Treasury application Form 4507.
- Certified copy of the resolution approving the application (must include the following statements):
  - The district was legally established after a hearing, inclusive of hearing date.
  - SEV of real and personal property WILL/WILL NOT exceed 5% of .....
  - If exceeds 5% ...shall not have the effect of substantially impeding or impairing the ...
  - Application was approved at a public hearing, inclusive of hearing date.
  - Statement that the applicant is not delinquent in any taxes.
  - The application is for commercial property as defined in 2(a).
  - Time period authorized by LGU for construction.
  - Answers to questions in instructions were provided.
  - If the application is approved for less than 10 years, the criteria required for extension or not.
  - Commencement of the rehabilitation of the facility did not occur earlier than 6 months...
  - Application relates to a rehabilitation program that when completed....
  - Completion of the qualified facility is calculated to...
  - Includes improvements aggregating 10% or more of TCV at commencement.
- Separate attachment (must include the answers to the following questions):
  - General description of the qualified facility (year built, original use, recent use, sq. ft. & stories).
  - Proposed use of the qualified facility.
  - Detailed description of the rehabilitation to be undertaken, preferably itemized lists.
  - Descriptive list of fixed building equipment that is part of the qualified facility.
  - Time schedule for rehabilitation.
  - Expected economic advantages from exemption.
- Legal description of the real property.
- Contractor's bid
- Building permit, if applicable.

## QUALIFIED RETAIL FOOD ESTABLISHMENTS ONLY:

- Completed Department of Treasury Form 4753.
- Description of the "underserved area."

## TRANSFERS ONLY:

- Certified copy of the resolution approving the transfer.

## REVOCATIONS ONLY

Statutory Reason for Revocation: \_\_\_\_\_

- Certified copy of the resolution approving the revocation.