

Obsolete Property Rehabilitation Exemption Application Checklist

Applicant Name: _____

GENERAL INFORMATION NEEDED FOR ALL APPLICATIONS:

- Completed Department of Treasury application Form 3674.
- 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.
 - Statement that the local unit is a qualified local governmental unit.
 - 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 for obsolete property as defined in 2(h).
 - Time period authorized by LGU for construction.
 - Answers to questions in instructions were provided.
 - If the application is approved for less than 12 years, the criteria required for extension or not.
 - Commencement of the rehabilitation did not occur prior to the establishment of the district.
 - 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 obsolete facility (year built, original use, recent use, sq. ft. & stories).
 - Proposed use of the rehabilitated facility.
 - Detailed description of the rehabilitation to be undertaken, preferably itemized lists.
 - Descriptive list of fixed building equipment that is part of the rehabilitated facility.
 - Time schedule for rehabilitation.
 - Expected economic advantages from exemption.
- Legal description of the obsolete property.
- Contractor's bid
- Statement of obsolescence signed by assessor of record with the STC.
- Building permit, if it has been issued.

TRANSFERS ONLY:

- Certified copy of the resolution approving the transfer.

REVOCATIONS ONLY:

Statutory Reason for Revocation: _____

- Certified copy of the resolution approving the revocation.