Symmes Township
Community Reinvestment Area Application
Residential Project – Up to 4-Unit Dwellings

1. Address of subject property: _____ Zip: _____

2. Name of real property owner(s): _____ Phone: _____

   Address of real property owner(s): _____

3. **New Construction** or **Renovation** of existing dwelling (circle one).

   Number of dwelling units: **1 2 3 4** (circle). **Owner-Occupied** or **Rental**? (circle).

4. Hamilton County Auditor Parcel ID# : _____ _____ _____

   Please complete and submit the following for property renovation:

   - Brief description of work: _____

     _____

   - A copy of all **closed** Building Permit(s) and/or the Certificate of Occupancy issued for the work claimed. Please note that windows, siding, roofing, painting do **not** require permits. Please call your contractor or the Hamilton County Building Department at 946-4501 to obtain the closed permits. Information can also be obtained using "ezTrak Online Services" at this web address: http://www.cagis.hamilton-co.org/opal/ezTrakHome.aspx If the rehabilitation work did not require building permits, please include a written statement from the Hamilton County Building Department to that effect.

   - Total cost of improvements: $_____ include documentation to support cost of improvements. Three acceptable examples are:

     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 Affidavit of the draw payments of the construction contract. (Please ensure that the affidavit includes a description of the work completed.)
     3) HUD Settlement Statement of the bank loan.

     You must document at least $2,500.00 in costs for a single-unit dwelling and at least $5,000.00 in costs for a two, three, or four-unit dwelling. The maximum value permitted is $100,000.00 for remodeling.

- Cost of the property tax bill from the Hamilton County Auditor's Office. If your taxes are escrowed, please submit parcel information tax card that can be found on the Auditor's website: www.hamiltoncountyauditor.org.

Please submit the following for new construction:

- The **final** Certificate of Occupancy. Please call your contractor or the Hamilton County Rural Zoning Commission at 946-4501 to obtain the Certificate of Occupancy.
- Settlement Statement of the bank loan or a notarized list identifying the general categories of the work completed, the date the work was completed, and each category's expense.

Please note:

- The tax exemption begins when the application is approved. *The exemption is NOT retroactive from the date of improvement.*
- Tax exemption may only be given up to a maximum exemption of $100,000 of the market value of the structure for remodeling. A ten-year tax exemption may be granted for new construction and renovation. **Exemption value is determined by the Hamilton County Auditor's office**. You will receive a letter from the Auditor's Office after the Auditor's appraisal has been completed.
- 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.
- The Housing Officer may revoke the tax exemption any time after the first year if the property has building code violations.
- Any person denied tax exemption 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.
- Symmes Township Trustees and Hamilton County Board of Commissioners may rescind the ordinance granting tax exemption at their discretion.

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

_____ _____

Date Signature of Property Owner(s)

Send Application to: Hamilton County Development Company
1776 Mentor Avenue – Box 110
Cincinnati, OH 45212