

**CITY OF SPOKANE —**  
**DEVELOPMENT INCENTIVES DEPARTMENT**  
**Application for FINAL Certificate of Acceptance of Tax Exemption**  
**on Multi-Family Units within a Designated Residential Target Area**

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 of the City of Spokane, city staff will be happy to assist you.

Name of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Address of Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Owner's email address: \_\_\_\_\_

Project Address: \_\_\_\_\_ Parcel number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Project Name: \_\_\_\_\_ Residential-Use Target Area \_\_\_\_\_

**PROJECT INFORMATION**

Type of housing units (check all that apply):  Apartments  Condominium  Mixed-use Project

Project start date: \_\_\_\_\_ Project completion date: \_\_\_\_\_

Project was completed within 3 years of the effective date of the Conditional Certificate of Tax Exemption (which was signed by the City Administrator 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 apartment project or condominium unit on \_\_\_\_\_, and a copy is attached.

Interest in Property:  Fee Simple  Contract Purchaser  Other (Describe) \_\_\_\_\_

Description of the work completed:

New Construction, or Conversion of Existing Structure: # new units constructed: \_\_\_\_\_

Rehabilitation of Existing Structure: # existing units rehabilitated: \_\_\_\_\_ # additional units constructed: \_\_\_\_\_

Actual development cost for each multi-family unit if apartments, or for this specific unit if a condominium:

\$ \_\_\_\_\_

Total expenditures made in the rehabilitation or construction of the entire residential portion of the project: \$ \_\_\_\_\_

Description of the unit(s)' basic features: # bedrooms, bathrooms, and any other unique features:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

"After" photos provided electronically.

If applicable, this project meets the affordable housing requirements under the contract with the City of Spokane because:

\_\_\_\_\_ # (\_\_\_\_\_% ) units are priced to be affordable to low income households (≤80% AMI)

\_\_\_\_\_ # (\_\_\_\_\_% ) units are priced to be affordable to moderate income households (80-115% AMI)

("Affordable" housing means that housing costs including utilities other than telephone do not exceed 30% of the occupant's monthly income.)

Total sales price paid for this condominium unit: \$ \_\_\_\_\_

OR: total monthly rent amount of each apartment unit produced:

Studios: \$ \_\_\_\_\_ 1 bedroom: \$ \_\_\_\_\_ 2 bedrooms: \$ \_\_\_\_\_

3 bedrooms: \$ \_\_\_\_\_ 4 bedrooms: \$ \_\_\_\_\_ 5 or more bedrooms: \$ \_\_\_\_\_

Total annual income of initial occupant(s) of this affordable condominium: \$ \_\_\_\_\_

Total annual income of initial occupant(s) of each affordable apartment unit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If more space is needed, attach additional paper.)

The rehabilitation, conversion, or new construction qualifies the property for exemption.

\$350 application fee paid. (check payable to City of Spokane)

**AFFIRMATION**

As owner(s) of the property described in this application, I hereby declare under penalty of perjury under the laws of the State of Washington that this application for a Final Certificate of Acceptance of Tax Exemption and any accompanying documents have been examined by me and that they are true, correct, and complete to the best of my knowledge.

Signed at \_\_\_\_\_, Washington, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature(s) of all Owner(s) and Contract Purchaser(s)

\_\_\_\_\_  
\_\_\_\_\_

**For Staff Use Only:**

- Application signed by owner(s) and contract purchaser(s)
- \$350 application fee received
- Project was completed within 3 years or extension period.
- Certificate(s) of Occupancy issued for all units/buildings.
- "After" photos provided electronically.

- Total and per unit expenditures provided and qualify.
- Project is consistent with contract and qualifies property for multi-family housing property tax exemption.
- Project meets the affordable housing requirements, if applicable.