

## HOUSING DIVISION

### Residential Tax Incentive Program

#### MULTI-UNIT

New Construction/Renovation/Residential Conversions

#### PHASE 1

**LEGACY APPLICATION**

**Phase One:** Preconstruction Conditional Approval for Tax Abatement for Four or more Units  
Certification consist of a two-phase application process: Phase 1 (Pre-Construction) and Phase 2 (Post Construction)

### Section 1 – Property Owner and Developer Information

Check here if the property has separate parcel numbers. Submit Attachment A for each parcel number.

Master Parcel Identification No.:

010

-

Year Built:

Property Address:

Zip Code:

#### FOR RENOVATION ONLY:

Current Assessed Value Total (Land & Improvements)  
as indicated on Franklin County Auditor's website.

\$

# of Units:

# of Bldgs.

Project Name (if applicable):

Contact Name:

Property Owner/Developer:

Developer (if different):

Mailing Address (if different):

Phone Number:

Email Address:

#### INSTRUCTIONS:

- Any communication prior to abatement approval will be sent via email. Please make sure that you include the email address of all parties to receive notification.
- Parcels pending reassignment numbers may complete Phase 1 application with the parent/master parcel number. Provide photocopies of the submission for each unit.
- Multi-unit properties with separate parcel identification numbers must complete Attachment A for each additional parcel.
- If the property address does not correspond with the address on Franklin County's website, submit a copy of City of Columbus Certified House Number/Address Plat to confirm address.

**Section 2 – Property Information**

**A. Community Reinvestment Areas (CRA):**

Your property must be located within one of the following CRA's. (maps and additional information is available on our website): <https://columbus.gov/housingdivision/residentialtaxincentives/>

- Easton                       Jeffrey Residential

**B. Construction & Occupancy Type (Required):**

**1. Type of Improvement:**

- New Construction - (new build without existing structure or new separate living unit)  
 Renovations - (alter, remodel or improve existing structure)  
 Conversion of Non-residential to Residential  
 New Garage

**2. Occupancy (choose one):**

- Owner-occupied                       Rental

**C. Construction Information:**

**1. New Construction**

a. Estimated total cost of New Construction:

or

**2. Renovation:**

a. Estimated total cost of Renovation:

**3. Certified House Number/Address Plat for New Construction (Attach)**

**4. Written Description (Attach)**

a. Submit a separate (1) page narrative of improvements to include Scope of Work and the following information:

- |                             |   |
|-----------------------------|---|
| 1) Total Square Footage     | 2) Number of 1, 2, 3, bedrooms                    |
| 3) Residential common areas | 4) Garages and number of <b>Residential</b> space |

**5. Bid Estimate from Contractors (Attach)**

**6. Projected Completion Date:**

**7. Building Permit (Attach)  Required – No Exceptions!**

**8. Submit the following Photos:**

- a. Properties or vacant land on either side and directly across the street. **(Attach)**   
 b. Front and rear photos of property to be renovated. **(Attach)**   
 c. Pre-construction photos of interior projects. **(Attach)**

**Section 3 – Certification**

**C. Applicant Certification for Phase One Preconstruction Application:**

**Does Property Owner owe:**

- 1. Any delinquent taxes to the State of Ohio or a political subdivision of the State? Yes  No
- 2. Any other monies to the State or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not? Yes  No

If yes to either of the above, please provide on a separate sheet of paper details of each incident, including the date, location, amounts and case or identification numbers (Attach to Application).

I declare under the penalties of falsification (ORC Section 9.66(C)(1) and 2931.13(D)(1)) that this application for exemption of real estate taxes due to improvements, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge are true, correct, and complete.

Submission of this application expressly authorizes the City of Columbus to confirm statements contained within this application and to review applicable confidential records. As part of this application, the applicant authorizes the City of Columbus to request, directly to the City Division of Income Tax and/or the Ohio Department of Taxation, to release specific tax records to the City of Columbus, should issues of delinquent taxes arise.

\_\_\_\_\_  
Signature of owner or authorized company representative \_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**Electronic signatures are not acceptable. Please mail or submit application in-person to the following address:**

**Department of Development, Housing Division  
Attn: Michelle Castrogiovanni, Residential Tax Incentive Program  
111 N. Front Street, 3rd Floor  
Columbus, OH 43215**

For more information, please call Michelle Castrogiovanni at (614) 645-3219 or [mrcastrogiovanni@columbus.gov](mailto:mrcastrogiovanni@columbus.gov). Please visit our web site at: <https://columbus.gov/housingdivision/residentialtaxincentives/>

**Please Note:**

- 1. **DO NOT** e-mail Applications.
- 2. Incomplete Applications **will** be delayed.
- 3. Applicant agrees to supply additional information upon request.
- 4. Property will be subject to annual exterior inspection during the abatement period.
- 5. Contact Economic Development at (614) 645-8616 for Non-Residential Tax Incentives.

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# HOUSING DIVISION

## Residential Tax Incentive Program

### MULTI-UNIT

New Construction/Renovation/Residential Conversions

### PHASE 2

LEGACY APPLICATION

#### Phase Two: Post Construction Certification for Tax Abatement for Four or more Units

##### A. Community Reinvestment Areas (CRA):

Your property must be located within one of the following CRA's. (maps and additional information is available on our website): <https://columbus.gov/housingdivision/residentialtaxincentives/>

- Easton                       Jeffrey Residential

##### B. Construction Type:

- New Construction - (new build without existing structure or new separate living unit)  
 Renovations - (alter, remodel or improve existing structure)  
 Conversion of Non-residential to Residential  
 New Garage

#### Section 1 – Property Owner and Developer Information

Check here if the property has separate parcel numbers. Submit Attachment B for each parcel.

Parent/Master Parcel Identification No.:  -                       Year Built:

Property Address:                       # of Units:                       # of Bldgs:

Project Name (if applicable):                       Management Company:

Property Owner/Developer:

Mailing Address:

Phone Number:                       Email Address:

**\*\*Complete Attachment B for each unit if the property has separate Parcel Identification Numbers\*\***

**Please Note:**

1. **DO NOT** e-mail Applications.
2. Incomplete Applications **will** be delayed.
3. Applicant agrees to supply additional information upon request.
4. Property will be subject to annual exterior inspection during the abatement period.
5. Contact Economic Development at (614) 645-8616 for Commercial Tax Incentives.

**Section 2 – Final Construction Information**

**1. New Construction**

If applying for New Construction, please **complete** this section, and **submit** the following:

- Choose one:**  (new construction **without** existing structure)  
 (new construction with existing walls **and** separate residential occupancy)

- 2. New Garage**      YES  NO
- | Permit # | Closed Date |
|----------|-------------|
|          | / /         |
- a. Total actual cost of New Construction      \$
- b. Permit (**Attach**)       #       / /
- c. Issuance Date of Building Permit
- d. FINAL Certificate of Occupancy (**Attach**)
- e. Completion Date
- f. Proof of ownership, such as Closing Disclosure or Franklin County Auditor Summary (**Attach**)
- g. Photos of Front and Back of exterior property. (**Attach**)

**3. Renovation - (alter, remodel or improve existing structure)**

If applying for Renovation, please **complete** and **submit** the following:

- a. Total actual cost of Renovation      \$
- b. Include with the application invoices and supporting documentation **and** one of the acceptable documents listed below: (**Attach**)

**Acceptable documentation:**

- i. Notarized List to include 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.
- ii. AIA Application and Certificate for Payment Document G702
- iii. Financial institution final draw payments and a description of the work completed.
- iv. Bank statements or other financial institution statements.

- c. Permit (**Attach**)       #
- d. Issuance Date of Building Permit
- e. Certificate of Occupancy (**Attach**)       Completion Date:

The Building Card Certificate of Occupancy signature is acceptable with the exception of Fire Permits or other major improvements. Minor improvements consisting of exterior or mechanical permits may provide a printout of the Closed Final Inspection located on Building and Zoning Services **Citizen Access Portal** at <https://www.columbus.gov/bzs/> or contact them at (614) 645-7433 to obtain more information.

- f. Proof of ownership, such as Closing Disclosure or Franklin County Auditor Summary (**Attach**)
- g. Photos of Front, Back, and Interior of completed project. Photocopies acceptable. (**Attach**)

**Section 3 – Certification**

**C. Applicant Certification for Phase Two Certification Application:**

I declare under the penalties of falsification (ORC Section 9.66(C)(1) and 2931.13(D)(1)) that this application for exemption of real estate taxes due to improvements, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge are true, correct, and complete.

Submission of this application expressly authorizes the City of Columbus to confirm statements contained within this application and to review applicable confidential records. As part of this application, the applicant authorizes the City of Columbus to request, directly to the City Division of Income Tax and/or the Ohio Department of Taxation, to release specific tax records to the City of Columbus, should issues of delinquent taxes arise.

Signature of owner or authorized company representative	Date
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Print Name and Title

**Electronic signatures are not acceptable. Please mail or submit application in-person to the following address:**

**Department of Development, Housing Division  
 Attn: Michelle Castrogiovanni, Residential Tax Incentive Program  
 111 N. Front Street, 3rd Floor  
 Columbus, OH 43215**

For more information, please call Michelle Castrogiovanni at (614) 645-3219 or [mrcastrogiovanni@columbus.gov](mailto:mrcastrogiovanni@columbus.gov). Please visit our web site at: <https://columbus.gov/housingdivision/residentialtaxincentives/>

**Phase 1**  
**ATTACHMENT A**  
Multi-Unit with Separate Parcels  
*(Copy as needed for each separate Parcel Identification Number)*

Unit # \_\_\_\_ of \_\_\_\_ (total #)

**Section 1 – Parcel Identification Number**

**PROPERTY ADDRESS**

**Unit**

**Parent/Master Parcel Number.:**

**Reassigned (New) Parcel Number:**

Current Assessed Value Total (Land and Improvements) \$

*As indicated on Franklin County Auditor's website.*

**Section 2 – Property Owner and Developer Information**

**Developer/Owner:**

**Contact:**

**Homeowner Name:** *(if applicable)*

**Mailing Address/Zip Code:**

**Section 3 – Construction Information**

**Construction Cost:**

**1. New Construction**

b. Actual Cost of New Construction: \$

or

**2. Renovation:**

a. Actual Cost of Renovation: \$

**Permit Information** *(complete if separate permits issued for each unit).*

Building Permit Number (Attach)

Issuance Date:

Certificate of Occupancy (Attach)

Issuance Date:

**INSTRUCTIONS:**

- a. Complete Attachments for multi-unit properties with separate Parcel Identification Numbers.
- b. Include Master Parcel number if parcel identification number has been reassigned.
- c. Submit a copy of Phase 1 application with supporting documentation for each parcel number.
- d. List Property Address as shown on Franklin County's website or submit a copy of City of Columbus Certified House Number/Address Plat for address changes.



**Phase 2**  
**ATTACHMENT B**  
**Multi-Unit with Separate Parcels**

*(Copy as needed for each separate Parcel Identification Number)*

Unit #  of  (total #)

**Section 1 – Parcel Identification Number**

**PROPERTY ADDRESS**

**Unit**

**Parent/Master Parcel Number.:**

**Reassigned (New) Parcel Number:**

Current Assessed Value Total (Land and Improvements) \$

*As indicated on Franklin County Auditor's website.*

**Section 2 – Property Owner and Developer Information**

**Developer/Owner:**

**Contact:**

**Homeowner Name:** *(if applicable)*

**Mailing Address/Zip Code:**

**Section 3 – Construction Information**

**Construction Cost:**

**1. New Construction**

c. Actual Cost of New Construction: \$

or

**3. Renovation:**

b. Actual Cost of Renovation: \$

**Permit Information** *(complete if separate permits issued for each unit).*

Building Permit Number (Attach)

Issuance Date:

Certificate of Occupancy (Attach)

Issuance Date:

**INSTRUCTIONS:**

- e. Complete Attachments for multi-unit properties with separate Parcel Identification Numbers.
- f. Include Master Parcel number if parcel identification number has been reassigned.
- g. Submit a copy of Phase 2 application with supporting documentation for each parcel number. If the property has transferred submit a separate Phase 2 application and supporting documentation for each parcel.
- h. List Property Address as shown on Franklin County's website or submit a copy of City of Columbus Certified House Number/Address Plat for address changes.