

APPLICATION INSTRUCTIONS
COMMUNITY REINVESTMENT AREA TAX EXEMPTION PROGRAM
VILLAGE OF NEW BREMEN, OHIO

The Application Form is to be filed with the Housing Officer after all work has been completed.

The Application Form is comprised of two sections. The top section is to be completed by the Property Owner(s) and must be typed or printed in ink.

- Question 1 - Name of Property Owner(s): This information should be taken directly from the property deed. If the property is jointly owned by husband and wife, both names should be included on line 1.
- Question 2 - Mailing address of property.
- Question 3 - Indicate whether tax exemption is sought for the construction of a new structure or remodeling of an existing structure.
- Question 4 - Indicate whether the structure is residential, commercial, or industrial.
- Question 5 - Enter the date the construction or remodeling was completed.
- Question 6 - Enter the County Tax Parcel Number. This information can be obtained from the property tax statement or from the County Auditor.
- Question 7 - If the project involves a structure of historical or architectural significance, a written certification of such must be attached to the application. This written certification can be obtained from the Ohio Historical Society, Historic Preservation Officer, 1982 Velma Ave., Columbus, Ohio 43211-2497.
- Question 8 - provide a brief description of the work completed
- Question 9 - provide the cost of work completed and cost documentation. Items which can be used to document costs include:
 - o A list of the general categories of work completed, the date work was completed and the each category's expense. A labor cost for your own labor can be included;
 - o Copy of property deed;
 - o Drawings and/or specifications of the work; Name of contractor(s) who performed the work (if any*);
 - o Copies of the material and labor invoices.

*If the property owner has done the work, a record of the amount of hours expended should be submitted along with copies of all material invoices.

The property owner(s) must date and sign the application. If the property is owned by a business or corporation, the officer authorized to sign the application shall list his/her title below their signature.

Since the Housing Officer must verify the construction costs, all pertinent information should be submitted with the application.

The Housing Officer completes Page 2 of the Application. When all information has been verified, the Housing Officer certifies that the project meets the necessary requirements and forwards the completed Application to the County Auditor.

**APPLICATION
COMMUNITY REINVESTMENT AREA TAX EXEMPTION PROGRAM
VILLAGE OF NEW BREMEN, OHIO**

1. Property Owner Name:
2. Address of Subject Property:
3. Exemption Sought: New Structure _____ Remodeling _____
4. Type of Structure: Residential _____ Commercial _____ Industrial _____

Number of Units: _____ (notes structures with 4 or more units are considered Commercial, and applicant must file a Proposed Agreement form)
5. Estimated Date of Project Completion: _____
6. County Tax Parcel Number: _____
7. Does this project involve a structure of historical or architectural significance: Yes _____ No _____

If Yes, attach a written certification of such by the designating agency or authorized agent.
8. Brief description of work completed:

9. Cost of improvements: \$ _____

Please provide documentation of the costs. See instructions for acceptable documentation.

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 is true, correct and complete.

Date

Signature of Property Owner

Date

Signature of Property Owner

**PROJECT SUMMARY
FOR CRA TAX ABATEMENT**
(Please submit Summary with Application)

RESIDENTIAL: (Please check each item that applies)

New Home Construction: Yes_____ No_____

If 'New Home Construction', which subdivision? _____

Addition to existing: Home_____ Garage

If Addition, give a brief summary of what was added:

Remodeling: Home_____ Garage

Brief summary of remodeling completed:

COMMERCIAL or INDUSTRIAL (circle which applies):

New Construction: _____ Yes _____ No

Remodeling: _____ Yes _____ No

Brief summary of work completed:

FOR OFFICIAL USE ONLY

1. Legal description of property location:
2. Community Reinvestment Area No.: _____
3. Ordinance Number & Effective Date: _____
4. Verification of Construction Costs: New \$ _____ Remodeling \$ _____
5. Project meets requirements for exemption under
ORC 3735.67 :(A) _____ (B) _____ (C)
6. Project involves structure of
historical/architectural significance: Yes _____ No _____
7. Period of exemption for this project: _____

I certify that the project described herein meets the necessary requirements for the CRA Program in the Village of New Bremen.

Date

Signature of Housing Officer