



APPLICATION FOR RESIDENTIAL TAX ABATEMENT

CITY OF KETTERING COMMUNITY REINVESTMENT AREA RENOVATION AND NEW CONSTRUCTION

Instructions: Please complete the information on pages 1-2 of this document and submit to the Housing Officer along with the required supporting documentation. Please read and retain the information on page 3 for your records. Please make and retain a copy of this application and all supporting documents prior to submitting these materials.

Address of subject property: _____ Zip: 454_____

Montgomery County Auditor Parcel ID#: _____ - _____ - _____ Year Residence Built _____

The subject property must be located within the City of Kettering's Community Reinvestment Area.

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

Address of real property owner(s): _____

Applicant e-mail address: _____

<p>Date of Project Completion:</p> <p>_____</p> <p><i>(Date on Certificate of Occupancy or Date of Last Inspection)</i></p>	<p>Number of Dwelling Units:</p> <p><input type="checkbox"/> 1 or 2 units</p> <p><input type="checkbox"/> 3 or more units</p>
<p>Construction Type:</p> <p><input type="checkbox"/> Renovation of existing dwelling <i>(Complete Section A on pg. 2)</i></p> <p><input type="checkbox"/> New Construction <i>(Complete Section B on pg. 2)</i></p>	<p>Housing Tenure Type:</p> <p><input type="checkbox"/> Owner-occupied</p> <p><input type="checkbox"/> Rental</p>

A. PLEASE COMPLETE AND SUBMIT THE FOLLOWING FOR PROPERTY RENOVATION:

Brief description of work: _____

- A copy of the Certificate of Occupancy issued for the work claimed or documentation of the final, approved inspection.
 - Please call your contractor or the Planning and Development Department at (937) 296-2441 to obtain the Certificate of Occupancy.
- Total cost of improvements: \$_____
 - You must document at least \$20,000.00 in costs.
- Include documentation to support cost of improvements. Documentation must be submitted in one of three acceptable formats:
 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 FINAL, notarized affidavit of the draw payments of the construction contract. (Please ensure that the affidavit includes a description of the work completed.)
 3. Signed copy of the HUD Settlement Statement of the bank loan taken out for the construction costs.

Does this project involve a structure of historic or architectural significance? YES NO

B. PLEASE COMPLETE AND SUBMIT THE FOLLOWING FOR NEW CONSTRUCTION:

- The **FINAL** Certificate of Use and Occupancy.
 - Please call your contractor or the Planning and Development Department at (937) 296-2441 to obtain the Certificate of Occupancy.
- Total cost of new construction: \$_____
- Include documentation to support cost of new construction. Documentation must be submitted in one of two acceptable formats:
 1. Signed copy of the HUD Settlement Statement of the bank loan.
 2. A notarized list identifying the general categories of the work completed, the date the work was completed, and each category's expense.

I declare under the penalties of falsification that this application, including all enclosed 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(s)

Send Application to: City of Kettering
Housing Officer
Residential Tax Abatement Program
3600 Shroyer Rd
Kettering, OH 45429
Fax: (937) 296-3240

For further information, please contact: (937) 296-2524 or e-mail angela.rahman@ketteringoh.org

PROPERTY TAX ABATEMENT INFORMATION

Please read the information on page 3 carefully and retain for your records.

1. The City of Kettering Community Reinvestment Area (CRA) Tax Abatement Program stimulates revitalization, retains residents, and attracts new homeowners. The program provides a benefit for residents who improve their homes and encourages home shoppers to buy in the City of Kettering.
2. Any homeowner in the City's CRA may be eligible for a **10-year** property tax abatement if they have renovated their home or purchased a newly constructed home. The home must be owner-occupied. The period for tax abatement begins with the date of documented completion of work, although it is not applied to the property until the application date.
3. Improvements made to the property resulting in an increased property valuation qualify for tax abatement. The Montgomery County Auditor's Office determines the abatement amount based on the type of the improvements. A letter will be received from the Auditor's Office after the Auditor's appraisal has been completed. **PLEASE BE AWARE THAT THE VALUATION DETERMINATION COULD TAKE SEVERAL MONTHS.**
4. The tax abatement period begins with the first tax year in which the increase in improvement value from renovation or new construction is recognized by the Montgomery County Auditor's Office. However, the tax abatement is not automatically applied. The property owner must first submit a completed application to the City. Once it is approved by the City of Kettering and certified by the Montgomery County Auditor, the Abatement process will activate.
5. The CRA Abatement does not freeze the effective rate of taxation. 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.
6. If credit is claimed in the abatement application for work that was performed without the required building permits, it will be the owners' responsibility to obtain the required permits retroactively prior to filing for the abatement. If a residential dwelling was purchased after a renovation was performed and there is not permit history to document the renovation, at minimum, a Certificate of Inspection will be required.
7. An **annual, exterior inspection** is required for all new and existing tax abatements to ensure that the property is being properly maintained. New tax abatement applications may be subject to an exterior inspection prior to final approval by the Planning and Development Department. If building code violations are observed, the application will be denied. Properties with current abatements will have their tax abatement revoked if violations are placed against the property and the violations are not resolved.
8. The Housing Officer may revoke the tax abatement any time after the first year if the property has building code violations or if delinquent taxes are owed on the property.
9. Any person denied tax abatement 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.
10. City of Kettering may rescind the ordinance granting tax abatement at its discretion.
11. Please make a copy of your documents prior to submission. If your application is qualified for the program, you will receive a copy of the letter that the city sends to the Auditor when we submit your application for valuation. If your application is not qualified for the program or if we require additional materials, we will follow up within **four weeks**. If you have not heard from the City within **four weeks** of having submitted your application, it is your responsibility to follow up and check the status of your application.