

Process Guide for Tax Rebate Program

Application Process:

- Complete application: Must have Parts #1 and #2 filled out
- Provide copy of the Building Permit at time of application.
- Attach check in the amount of \$25.00
- Copy of deed for ownership
- Copy of most recent paid tax receipt

Housing Office Process:

Send copy of the application to:

1. Applicant with approval or denial
2. City Building Inspector
3. County Clerk and/or County Appraiser

County Clerk to verify there is no outstanding tax liability, (before notifying the owner of approval).

January 1st of each year – City Building Inspector will complete onsite inspection to confirm improvement status and forward findings to the Housing Office.

TO CLOSE OUT:

New Construction:

- Final Part #3 of application completed and signed when project is complete.
- Provide copy of expenses: at least \$5,000 for residential, \$10,000 commercial or total amount of investment if owner wants over five years of tax rebate.
- Need copy of **Certificate of Occupancy** issued from Codes (or other documentation they accept as completed project)

Rehabilitation:

- Final Part #3 of application completed and signed when project is complete.
- Provide copy of expenses: at least \$5,000 for residential, \$10,000 commercial or total amount of investment if owner wants over five years of tax rebate.
- Need a copy of **Final Inspection** issued from Codes (or other documentation they accept as completed project)

Final Step: Signed application goes to County Clerk for further processing of tax rebates. Copy retained in file. Letter sent to owner notifying them final process is complete and attach copy of final completed application that has been sent to the County for processing.