



CITY OF BEND
BEND URBAN RENEWAL AGENCY

The Tax Increment Assistance for Employment Growth (TIAEMP) Application

PROPERTY INFORMATION			
Property Account Number		Property Tax Lot Number	
Property Address			Tax Area Code
Property Owner (as it appears on title)		Property Owner Contact	
Property Class	Property Acres	Property Assessor Description	
Real Market Value: Land	Real Market Value: Structures	Current Assessed Value	

BUSINESS ELIGIBILITY		
Eligibility activity – check all activities that apply to the proposed investment:		
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Bulk Printing	<input type="checkbox"/> Agricultural Production
<input type="checkbox"/> Assembly	<input type="checkbox"/> Software Publishing	<input type="checkbox"/> Energy Generation
<input type="checkbox"/> Fabrication	<input type="checkbox"/> Shipping	<input type="checkbox"/> Other
<input type="checkbox"/> Processing	<input type="checkbox"/> Warehousing	

Special Cases – check all that apply:

☐ Check here if a “headquarters” facility

☐ Check here if a childcare facility

Employment	
Existing Employment – Firms average number of full-time employees over the last 12 months is: _____	
Existing Employment Wage – average salary of full-employees over the last 12 months is: _____	
New Employees <ul style="list-style-type: none"> Hiring is expected to begin on (month and year): _____ Hiring is expected to be completed by (month and year): _____ Estimated number of new employees to be hired with this investment is: _____ 	

PROPOSED INVESTMENT IN QUALIFIED PROPERTY						
Action	Site and Building Structures			Machinery and Equipment		
	Preparation	Construction*	Placed in Service	Acquisition**	Installation	Placed in Service
Begin Date						
Completed Date						

*Include new construction; or reconstruction, additions to, or modifications of existing building(s) or structure(s).

**Taking possession of machinery and equipment through lease or purchase, or otherwise bringing into the county (including personal property), which must occur after January 1 of the year preceding its first exemption year or the date six months prior to the date of this application, whichever is earlier

CERTIFICATE OF OCCUPANCY	
Estimated date of obtaining certificate of occupancy: _____	

QUALIFYING PROPERTY					
Estimates are not binding, but for the property to be assessed for reimbursement, its basic type and currently expected cost for any major improvements must be represented below:					
Type of Property				Estimated Cost	Check if any item will be lease:
Real Property	Building of Structure to be newly construction				<input type="checkbox"/>
	New addition or modification of an existing building or structure				<input type="checkbox"/>
	Heavy or affixed machinery or equipment				<input type="checkbox"/>
Personal Property	\$50,000 or more				<input type="checkbox"/>
Total Cost of Investment:					
PROJECT LOCAL ECONOMIC IMPACT					
Provide an estimated percent of local, state and national contractors utilized for this project					
Percent of Local* Contractors		% of State Contractors		% of National Contractors	
*Municipal limits of Bend, Oregon					
CONTACT INFORMATION					
Applicant(s) as it appears on title of property		Project Contact (if other than Applicant)		Project Contact Email:	
Signatory(s) as registered with the Secretary of State			Title with Entity or Individual if not owned by an entity		
Phone		Cell Phone		Email	
Applicant Full Address (including zip)			City	State	Zip
REQUIRED APPLICATION SUPPLEMENTAL					
Please check the following documentation that has been submitted with this application. To reference required documents, please refer to the Application Supplemental Check List on Page 3.					
<input type="checkbox"/> Legal Lot Description and Survey		<input type="checkbox"/> Financial Resources and Pro Form		<input type="checkbox"/> Pre-Application Summary	
<input type="checkbox"/> Proof of Ownership		<input type="checkbox"/> Rental Income Sheet		<input type="checkbox"/> Childcare Facilities Summary	
<input type="checkbox"/> Site Assessment		<input type="checkbox"/> Property Tax Estimation			
<input type="checkbox"/> Blight Assessment		<input type="checkbox"/> Project Description			
<input type="checkbox"/> Site Occupant Relocation Plan		<input type="checkbox"/> Blight Remediation Summary			
ACKNOWLEDGEMENT AND CERTIFICATION					
Acknowledgement of the provisions of the tax assistance program provided by Bend Urban Renewal Agency Resolution 158 is required. Please read carefully and sign below:					
<p>Acknowledge: I/We, the undersigned Applicant(s) acknowledge: The property and project must qualify as an eligible property and project according to criteria established by the Tax Increment Assistance Policy for Housing Affordability and Employment Growth and that meeting all necessary requirements does not confer approval. Staff, BURA, and Council may request additional information in the determination of program consideration and/or participation.</p> <p>Certification; I/we certify that the information provided in this applicant and required attachments is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that my intentional or negligent misrepresentation(s) of the information contained in this applicant and attachment may result in civil liability to the Bend Urban Renewal Agency, its agents, successors and assigns and/or renovation of tax assistance program and penalties including by not limited to reimbursement of exemption amount.</p> <p>Applications without signature are not valid.</p>					
<div style="border-bottom: 1px solid black; width: 100%;"></div> Applicant				<div style="border-bottom: 1px solid black; width: 100%;"></div> Date	
<div style="border-bottom: 1px solid black; width: 100%;"></div> Co-Applicant				<div style="border-bottom: 1px solid black; width: 100%;"></div> Date	

The Tax Increment Assistance for Employment Growth (TIAEMP) Application Supplemental

Please attach the following with your TIAEMP application where applicable:

Required Document	Inside Existing TIFs	Outside Existing TIFs	Description
Legal Lot Description and Survey		•	A certified legal lot survey and map of the proposed property from an Oregon certified survey or similar credential entity.
Proof of Ownership or Allowance	•	•	Document indicating ownership or legal ability to develop the proposed property.
Site Assessment		•	Assessment detailing current conditions regarding lot size, structures, infrastructure systems, topography, and existing site's area social-economic conditions.
Blight Assessment		•	Description of current blight conditions of the proposed site as defined by ORS 457.010.
Site Occupant Relocation Plan	•	•	If the property is currently occupied, provide detailed description of the methods in which the developer is offering for the relocation of individuals.
Wage Summary Statement	•	•	Summary of current number of employed positions and associated salaries.
Property Tax Estimation	•	•	A property tax estimation for the proposed project. The applicant may utilize the Deschutes County Property Change Tax Estimation Tool .
Project Description	•	•	A detailed project description. Provide visual designs if applicable.
Blight Remediation Summary		•	Detailed narrative of how the proposed project will mitigate the identified blighted conditions identified in the Blight Assessment.
Pre-Application Summary or Land Use Approvals	•	•	A pre-application summary or land use approvals from the City of Bend's Community and Economic Development Department.
<i>Childcare Facilities Summary***</i>	•	•	<i>***If development is a childcare facility or is incorporating a childcare facility (as defined by BDC1.2) within the development, please provide a detailed description of the proposed operation. Annual compliance will be required.</i>
<i>Staff, BURA, and Council may request any additional information deemed necessary for determination in program consideration and/or participation.</i>			

Please Submit Application and \$650 Application Fee to:
The Bend Urban Renewal Agency TIFHA Program
710 NW Wall Street
Bend, OR 97703