



The Tax Increment Assistance for Housing Affordability (TIAHA) 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	

PROJECT INFORMATION			
Project Name			
Residential Square Footage		Commercial Square Footage	Parking Spaces
No. of Studios	No. of 1BR	No. of 2BR	No. of 3BR
Studio Market Rent	1BR Market Rent	2BR Market Rent	3BR Market Rent
Will your project incorporate any certified energy efficiency programs? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will your project utilize more than 23% project contractors from local sources? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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 in order 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

% 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"/> Energy Efficiency Certifications |
| <input type="checkbox"/> Site Assessment | <input type="checkbox"/> Property Tax Estimation | <input type="checkbox"/> Contractor Diversity |
| <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:

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.

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.

Applications without signature are not valid.

Applicant_____
Date_____
Co-Applicant_____
Date

The Tax Increment Assistance for Housing Affordability (TIAHA) Application Supplemental

Please attach the following with your TIAHA 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.
Financial Resources and Pro Forma	•	•	Provide a full development budget with sources and uses. Provide two detailed project pro formas describing how the project will cash flow with and without participating in the TIFHA program. Provide information regarding the repayment terms and lien positions for all funds used. State what is the acceptable levels of return. Identify percentage of local contractors and amounts expected to utilized.
Detailed Rental Income Sheet	•	•	Provide the estimated monthly rent for each unit being constructed.
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>Energy Efficiency Certification***</i>	•	•	<i>*** If requesting additional assistance utilizing this criterion, provide a list of applicable energy efficiency certifications the development will obtain, when the certification will be awarded. Post construction verification will apply.</i>
<i>Local Contract Diversity***</i>	•	•	<i>*** If requesting additional assistance utilizing this criterion, provide a list of applicable local contractors and how the development will implement the local contract diversity requirement if selected. Post-construction verification will apply.</i>
Staff, BURA, and Council may request any additional information deemed necessary for determination in program consideration and/or participation.			

Please Submit Application and Supplemental with a \$650 Application Fee to:

The Bend Urban Renewal Agency TIFHA Program
710 NW Wall Street
Bend, OR 97703