



City of Richmond, Virginia
Application for Partial Tax Exemption

Application Fees:
Residential (1-4 units)
All Other Properties

\$125.00
\$250.00

Program Application #

Qualifying Building Permit #

MAIL COMPLETED FORM TO: City Assessor's Office 900 East Broad Street - Room 802 Richmond, VA 23219

Type of Program

- Partial Tax Exemption for Rehabilitated Structures (City Code § 98-132 ~ 141)
Partial Tax Exemption in Redevelopment and Conservation Areas and Rehabilitation Districts (City Code § 98-260 ~ 269)

I hereby request consideration for partial exemption from real estate taxes for qualifying property to be rehabilitated as provided in Section 98-132 through 98-141 of the Richmond City Code of 2006, as amended.

Owner of Record:

Location of Property:

Is this Property in a designated: Enterprise Zone? Redevelopment or Conservation Area? Yes No Yes No

I certify this property: is is not A registered Virginia Landmark.

I certify this property: has has not Been determined by the Department of Historic Resources to contribute to the significance of a registered historic district.

Does this property have any known historical significance? Explain:

Property Type: Residential (1-4 Units) Commercial, Industrial or Multi-Use Multi-Family (5 or more Units)

Date Built: Date of Last Renovation/Remodel: Cost of Rehabilitation: \$

What form are the building plans? Hardcopy Digital

If income-producing, are projected income & expense estimates and rent roll attached? Yes No

Provide brief description of rehab work to be done:

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### **Program Guidelines**

By initial, the applicant acknowledges the following guidelines:

Initial:

1. *At least one active building permit must exist before application is processed* . \_\_\_\_\_
2. *This application fee is non- refundable after the application has been approved.* \_\_\_\_\_
3. *An inspection must be made by the City Assessor prior to beginning new work.* \_\_\_\_\_
4. *The base value determination is made as of the date of application.* \_\_\_\_\_
5. *Qualifying work must be completed no later than 24 months after of the date of application.* \_\_\_\_\_
6. *Partial completion assessments (as of January 1) are not part of the credit program.* \_\_\_\_\_
7. *Rehab credit will include value of both fully and partially completed improvements* \_\_\_\_\_
8. *A property may have only one approved credit at any given time.* \_\_\_\_\_
9. *The minimum age requirement applies to the primary structure(s).* \_\_\_\_\_
10. *Qualifying building additions must be an integral part of the original structure.* \_\_\_\_\_
11. *City ordinance does not provide for any extension(s) of application time.* \_\_\_\_\_
12. *If early credit is requested prior to the Application Expiration Date, the Qualification Release Form must be received/signed by the City Assessor prior to January 1<sup>st</sup> of the year of request.* \_\_\_\_\_
13. *After Final Value qualification, the credit begins on the next January 1<sup>st</sup> land book.* \_\_\_\_\_
14. *The applicant has the option of providing his own supported appraisal no later than 30 days after Base Value or Final Value determinations have been made by the City Assessor; such appraisal(s) is subject to professional review. If not so submitted, the value determination(s) made by the City Assessor shall be final.* \_\_\_\_\_

## Certification of Application

I certify that the statements contained in this application are, to the best of my knowledge, both correct and true, that I have read and understood the guidelines of this program. Given under my hand this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Month) (Year)

Owner  Agent \_\_\_\_\_ (signature)  
\_\_\_\_\_ (printed name)

Mailing Address: \_\_\_\_\_

Tele #: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Email Address: \_\_\_\_\_

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How were you made aware of this program? (Check One)

Television  Utility Bill  City Agency  Newspaper  Other \_\_\_\_\_

Would you have rehabilitated your property if this program was not in place?  Yes  No

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OFFICE USE ONLY:

Fee paid \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_ Qualifying Building Permit # \_\_\_\_\_

Date this application and permit application received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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*Revised: 3/23/2012*



City of Richmond, Virginia  
Application for Partial Tax Exemption

**QUALIFICATION RELEASE FORM**

This *Qualification Release Form* must be filed by the applicant (a) before the *Application Expiration Date* in order to initiate the *Final Value* inspection process, or (b) no later than December 31<sup>st</sup> of the prior year should the applicant request early start of the *Rehab Credit*.

Please note the following:

1. Review the *Program Guidelines* of the *Application for Partial Tax Exemption* for compliance;
2. Deadlines and expiration dates are set by city ordinance, extensions will not be considered;
3. Should the property not qualify for *Rehab Credit*, the applicant may submit a new application and a new *Base Value* will be assigned to the property.

**CERTIFICATION**

*I hereby confirm that as of this date the rehabilitation of this property is ready for Final Value Inspection. A City of Richmond appraiser will contact me and set an appointment to complete the mandatory Final Value inspection. I understand that any work not complete as of the Application Expiration Date will not be considered in the Final Value determination. To assist the appraiser, I am providing contact and other information necessary to complete the Rehab Credit Application:*

Property Address: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

\_\_\_\_\_  
(Day-time Phone #)

\_\_\_\_\_  
(Other Phone #)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Please Print Name

Revised: 3/23/2012