

THE CITY OF SEATTLE
OFFICE OF HOUSING
DIRECTOR'S RULE
PROPERTY TAX EXEMPTION PROGRAM FOR MULTIFAMILY HOUSING

Housing Rule 01-2013

Verification of Number and Type of Dwelling Units

(1) Introduction.

SMC 5.73.020.I. defines Multifamily Housing as “a building or buildings, included associated housing improvements, having four (4) or more dwelling units in each building, designed for Permanent Residential Occupancy resulting from new construction or rehabilitation or conversion of vacant, underutilized, or substandard buildings.”

SMC 5.73.040 requires: “4. For new construction, a minimum of four (4) new dwelling units must be created; for rehabilitation or conversion of existing occupied structures, a minimum of four (4) additional dwelling units must be added.”

Applications for tax exemption, the contract between the City and the Owner containing the terms and conditions and eligibility for tax exemption, and the application for a Final Certificate for Tax Exemption all require information on both the number and size (studio, one-bedroom, two-bedroom, etc.) of dwelling units.

This rule explains how the number and size of dwelling units claimed by an Owner in an application for property tax exemption, in the contract between the Owner and the City containing the terms and conditions and eligibility for tax exemption, and in an application for a Final Certificate of Tax Exemption will be verified by the Office of Housing (OH).

(2) Verification of the Number and Size of Dwelling Units. The number and size of dwelling units for purposes of property tax exemption for Multifamily Housing shall be identical to the number and size of dwelling units authorized by the building permit(s) for the Multifamily Housing.

The number and size of dwelling units verified by the Owner in the application for property tax exemption for Multifamily Housing shall be identical to the number and size of dwelling units contained in the Owner's application to the Department of Planning and Development (DPD) for a building permit for the Multifamily Housing, a copy of which shall be provided to OH. If at the time of application for property tax exemption the Owner has not yet submitted a building permit application for the Multifamily Housing to DPD, then upon applying for a building permit the Owner shall notify the OH and shall provide OH with a copy of the application to DPD. An application for tax exemption containing numbers and sizes of dwelling units that do not match the building permit application will be denied. If prior to the Owner's application to DPD for a building permit for the Multifamily Housing OH approves the application for tax exemption and the Owner enters into a contract with the City containing the terms and conditions and

eligibility for tax exemption (Contract), then immediately upon applying for a building permit for the Multifamily Housing the Owner shall notify OH, shall provide OH with a copy of the application to DPD, and, if the numbers and sizes of dwelling units are not identical to the Contract numbers and sizes, shall request amendment of the Contract, which shall be amended to conform to the building permit application. If the numbers and sizes of dwelling units in the final building permit are not identical to the building permit application, then the Owner shall notify OH immediately upon receiving the building permit for the Multifamily Housing, shall provide OH with a copy of the building permit, and shall, as applicable, request to conform the application for property tax exemption or amend the Contract, which shall be amended to conform to the building permit. OH's review of eligibility for a Final Certificate of Tax Exemption will be based upon the numbers and sizes of dwelling units actually permitted by DPD for the Multifamily Housing even if the Owner has failed to provide that information to OH or to conform its application for tax exemption or seek amendment of the Contract.

(3) This Rule shall not apply in cases where the Owner has submitted a fully valid and complete application both for a building permit with DPD and for the MFTE program with OH prior to April 26, 2013. For purposes of this exception, a vested Master Use Permit may substitute for the building permit application.

(4) Capitalized terms used above and not defined shall have the meanings set forth in SMC Chapter 5.73, 2004 Multifamily Housing Property Tax Exemption Program, as amended.

Approved Rick Hooper
Rick Hooper, Director

Effective MARCH 12, 2013