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# APPLICATION ***Multifamily Housing Property Tax Exemption Program***

(Pursuant to Chapter 5.73 of the Seattle Municipal Code)

**Please read the following before filling out the application:**

1. The project owner shall verify the application by oath or affirmation.
2. The MFTE application must be received by the Office of Housing **prior** to issuance of the first building permit by SDCI for the project described in this application.
3. Submit one copy of the application, including program fee, to:

Office of Housing

Seattle Municipal Tower

700 Fifth Avenue, 57th floor

PO Box 94725

Seattle, WA 98124-4725

Current Fee Schedule: $10,000 if fewer than 75% of the total units in the project are Affordable Units as defined according to SMC 5.73.020, or $4,500 if at least 75% of the total units in the project are Affordable Units as defined according to SMC 5.73.020.

1. Answers to commonly asked questions:

* Affordable unit rent limits represent the maximum that can be charged for rent, including utilities and any recurring mandatory fees. Fees for services elected at the option of the tenant do not count toward the maximum rent for affordable units; recurring mandatory fees such as renter’s insurance do count toward the maximum rent.
* The mix and configuration of affordable units must be proportional to the mix and configuration of the total units in a project; for example, if studios are 30% of total units, no more than 30% of the affordable units can be studios.
* In order to qualify as a bedroom for purposes of determining the type of unit in a project applying for MFTE, the room must meet the criteria established in SMC Chapter 5.73.020 “Bedroom”.
* Project information will be updated according to the final plan set approved by SDCI, as amended prior to issuance of Certificate of Occupancy.

1. Questions? Contact Prithy Korathu at (206) 684-0362 or prithy.korathu@seattle.gov.

**MFTE PROGRAM 5 APPLICATION**

Note: This application must be signed by the property owner of record. The application will be rejected if the signer is other than the property owner of record.

Owner: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text. FAX: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Owner’s representative (if applicable): Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text. FAX: Click or tap here to enter text.

Email: Click or tap here to enter text.

**Interest in property:**  Fee Simple  Contract purchase  Other (describe) Click or tap here to enter text.

County Assessor’s parcel account number(s): Click or tap here to enter text.

Street Address: Click or tap here to enter text.

Abbreviated Legal Description: Click or tap here to enter text.

Full Legal Description: Click or tap here to enter text.

Seattle City Council District: Click or tap here to enter text.

Urban Center/Urban Village: Click or tap here to enter text.

Multifamily Project Name or Designation: Click or tap here to enter text.

Brief written description of the project (preliminary schematic design, description of unit finishes, site plan and floor plans of the units and structure must be submitted with this application): Click or tap here to enter text.

Estimated construction start date: Click or tap here to enter text.

Estimated completion date: Click or tap here to enter text.

**Tenure:**  Rental  Owner

**“Affordable Units” as defined by SMC 5.73.020:**

Less than 75% of total units

At least 75% of total units

**Unit type:**

“Dwelling units” as defined by SMC 23.84A.008

Sleeping unit in a “congregate residence” as defined by SMC 23.84A.032

Total units proposed: Click or tap here to enter text.

SDCI Project Number: Click or tap here to enter text.

MUP Number: Click or tap here to enter text.

Permit numbers and approvals as of date of MFTE application: Click or tap here to enter text.

**Plan set uploaded to Accela permit tracking system:**

Name of file: Click or tap here to enter text.

Date of file: Click or tap here to enter text.

Plan set pages referenced (i.e. floor plan for each category of unit): Click or tap here to enter text.

Project includes multiple buildings: yes  no

*If project includes multiple buildings, provide estimated floor area for each separate building.*

*Estimated floor area* per plan uploaded to Accela submitted for SDCI project # Click or tap here to enter text.:

Total gross floor area (square feet): Click or tap here to enter text.

Residential floor area for “permanent residential occupancy”[[1]](#footnote-1): Click or tap here to enter text.

Residential floor area for permanent residential occupancy is greater than 50% of the total gross floor area: yes  no

*See SMC 23.5.73.040.B for minimum Affordable Unit requirements and housing cost and income limits (by area median income).*

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| PROJECT – ALL UNITS | | | | | | | | | | | | | | |
| Unit floor plan[[2]](#footnote-2) (Plan set) | Type of unit (tbd by OH) | Bedrooms | Baths | Net rentable square feet | Private open space amenity | Unit Count (below-grade) | Unit Count  (Floor 1) | Unit Count  (Floor 2) | Unit Count  (Floor 3) | Unit Count  (Floor 4) | Unit Count  (Floor 5) | Unit Count  (Floor 6) | Unit Count  (Floor 7) | TOTAL UNITS |
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| PROJECT – MFTE UNITS ONLY | | | | | | | | | | | | | | |
| Unit floor plan (Plan set) | Type of unit (tbd by OH) | Bedrooms | Baths | Net rentable square feet | Private open space amenity | Unit Count (below-grade) | Unit Count  (Floor 1) | Unit Count  (Floor 2) | Unit Count  (Floor 3) | Unit Count  (Floor 4) | Unit Count  (Floor 5) | Unit Count  (Floor 6) | Unit Count  (Floor 7) | TOTAL UNITS |
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**Projected sale prices of owner-occupied housing:** Not applicable

Market-rate units: Click or tap here to enter text.

Affordable units: Click or tap here to enter text.

**Non-residential space (check all that apply)**

Commercial use – specify type(s), see SMC 23.84A.006: Click or tap here to enter text.

Institutional use – specify type(s), see SMC 23.84A.018: Click or tap here to enter text.

Live/Work use – specify count & GRSF, see SMC 23.84A.006: Click or tap here to enter text.

Other – specify type(s) as defined by SMC 23.84A: Click or tap here to enter text.

Parking:  Residential[[3]](#footnote-3)  Commercial  Both

**Type of project:**

New construction

Rehabilitation or conversion of existing vacated building

Rehabilitation or conversion of existing occupied building

Project includes demolition of housing units:  YES  NO

Date of demolition: Click or tap here to enter text.

Number of units demolished: Click or tap here to enter text.

Were any occupied housing units demolished at any time during the 18 months prior to the date of submission of an application for exemption under Chapter 5.73?  YES  NO

# of existing units for which demolition is pending: Click or tap here to enter text.

SDCI determination of applicability of the Tenant Relocation Assistance Ordinance (TRAO) to this project?  Applicable  Not applicable

*If TRAO is applicable, refer to SMC 5.73.040 for MFTE replacement housing requirements.*

**Other City of Seattle Programs.** Have you or do you intend to apply to any other City of Seattle incentive programs?  YES  NO

# If yes, please identify the incentive program and the status of that application: Click or tap here to enter text.

**Rehabilitation of Vacant Units.** Not applicable

# of vacant housing units: Click or tap here to enter text.

Date units last occupied: Click or tap here to enter text.

Compliance with Building Code and Housing Code:  is in compliance  is not in compliance

**Projected project costs:**

Total cost of new construction/rehabilitation: $ Click or tap here to enter text.

If mixed use, cost of residential improvements: $ Click or tap here to enter text.

**Attachments to Application**

Please attach and check the following:

A brief written description of the units, schematic site plans, floor plans, and unit layouts of the multifamily housing units and the structure(s) in which they are to be located; every unit layout must include detailed information that adequately demonstrates the number of bedrooms, consistent with SMC 5.73.020.

A current title report.

Copies of documents evidencing the type of Owner entity or entities and organizational structure, such as operating agreements, incorporation documents or partnership agreements.

A sample signature block for the Owner entity.

Evidence of authority of the person or persons signing the application.

A market study that includes comparable rents in other nearby housing projects.

Application fee $Click or tap here to enter text.. Checks should be made payable to the City of Seattle.

If applicable, for rehabilitation of an existing vacant structure, verification from the Seattle Department of Construction and Inspections (SDCI) if building is not in compliance with building and housing codes.

If applicable, for rehabilitation of an existing vacant structure, Owner complete and sign (before a Notary Public) the Rehabilitation of Vacant Building Affidavit (*form on last page of this application packet*).

**Statement of Potential Tax Liability**

If the exemption is canceled for non-compliance an additional tax will be imposed that includes: (a) the difference between the tax paid and the tax that would have been owed if it had included the value of the non-qualifying improvements dated back to the date that the improvements became non-qualifying; (b) a penalty of 20% of the difference; (c) interest at the statutory rate on the tax and penalties calculated from the date the tax would have been due without penalty if the improvements had been assessed without regard to the exemptions provided by Chapter 84.14 RCW and Chapter 5.73 SMC.

Owner’s initials: \_\_\_\_\_\_\_

**Certification**

As owner(s) of the land described in this application, I/We hereby indicate by my/our initials below that I/we are aware of the additional tax liability to which the property will be subject if the exemption authorized by Chapter 84.14 RCW and Chapter 5.73 SMC is canceled.

Owner’s initials: \_\_\_\_\_\_\_\_\_

**Mix and Configuration Declaration**

As owner(s) of the land described in the application, I/We hereby indicate by our initials below that the project will meet the mix and configuration requirements set forth in Sub-Chapter 5.73.040.B.4.

Owner’s initials: \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Signature Date

Print name: Click or tap here to enter text., Title: Click or tap here to enter text.

I/We declare under penalty of perjury under the laws of the State of Washington that the information contained in this Application and any attachments are accurate and correct to the best of my/our knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Signature Date

Print name: Click or tap here to enter text., Title: Click or tap here to enter text.

AFFIDAVIT

(REHABILITATION OF A VACANT BUILDING)

STATE OF WASHINGTON )

)ss.

COUNTY OF KING )

The undersigned, being first duly sworn on oath, deposes and says:

That the Click or tap here to enter text. (Click or tap here to enter text.) existing dwelling units in the building located at Click or tap here to enter text., Seattle, Washington 98Click or tap here to enter text. have been vacant for a period of at least 12 months prior to the filing of the undersigned’s application for tax exemption under the City of Seattle’s Multifamily Housing Property Tax Exemption Program, Chapter 5.73 of the Seattle Municipal Code.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Owner

Click or tap here to enter text.

Print Name

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTARY PUBLIC in and for the State

of Washington, residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Residential area used to calculate amenity area requirement for the project, if applicable, is appropriate for this estimate. [↑](#footnote-ref-1)
2. Unit floor plan refers to category of units, as shown on the project plan set. Information to be included for each unit category includes layout (either provide .pdfs or indicate the name and date page(s) uploaded to SDCI’s Accela permit tracking system and identify page that includes floor plan of each category of unit), number bedrooms, number bathrooms (1.0 = bathtub, shower, toilet, sink), net rentable square feet. If counted as a bedroom, the space must meet definition of “bedroom” according to SMC 5.73.020. [↑](#footnote-ref-2)
3. Exclude residential parking from Residential floor area for “permanent residential occupancy” subtotal on page 3. [↑](#footnote-ref-3)