

Application Form

Sales and Use Tax Deferral for Conversions to Housing

Version 1.2 | Last Updated: March 2025

City of Seattle – Office of Planning and Community Development (OPCD)

Instructions

1. Complete and Notarize Application

Fill out this application form and have the final page notarized.

2. Submit Application

Email the completed form and supporting documents to OPCD’s Downtown Activation Coordinator at rawan.hasan@seattle.gov. Mail or deliver the notarized hard copy of this application to OPCD. If delivering in person, email the Downtown Activation Coordinator to arrange a meeting time.

Mailing Address:

Office of Planning and Community Development
c/o Rawan Hasan
P.O. Box 94788
Seattle, WA 98124-7088

In-Person Delivery Address:

600 4th Ave, Floor 5
Seattle, WA 98104

Applicant Contact Information

Investment Project Owner

Provide contact information for the investment project owner. This is the person or entity authorized to own the commercial property being converted to housing.

Name: _____

Company (if applicable): _____

Email: _____

Telephone: _____

Mailing Address: _____

Investment Project Representative

If different from above, provide contact information for the primary project representative.

Name: _____

Company (if applicable): _____

Email: _____

Telephone: _____

Mailing Address: _____

Required Application Information

1. Describe the existing uses of the property

Per RCW 82.59 and WAC 458-20-305, only “underutilized commercial properties” qualify for the sales and use tax deferral. To be eligible, a property or a portion of a property must currently be used or intended for one or more of the following qualifying activities: retailing, office-related, or administrative activities.

Qualifying Activities of Existing Uses (check one):

- All existing or intended use activities involve retailing, office-related, or administrative functions.
- Some but not all existing or intended use activities involve retailing, office-related, or administrative functions. Qualifying activities occur in __% of the property’s existing floor space.
- None of the existing or intended uses involve qualifying activities.

2. Specify the current zoning

The current zoning of the property is: _____

3. Describe the investment project and provide a site plan

Provide enough information for the Director to understand the full extent of the conversion proposal, including the location, all proposed uses and the extent of construction or renovation activities. Attach drawings or exhibits as necessary.

Site Plan Attached: Yes No

Parcel Number(s): _____

Location (Street Address):

Description:

4. Statement of affordable housing and total housing quantities

Provide a statement of the expected number of affordable housing units and the total number of dwelling units created due to the conversion.^{1,2}

Number of Expected Residential Units – Affordable (For the Purposes of the Sales & Use Tax Deferral): _____

Number of Expected Residential Units – Total: _____

Additional Description (Optional):

5. Statement of potential tax liability

There is potential sales and use tax liability involved if the investment project ceases to be used for eligible uses or otherwise ceases to meet the program requirements and conditions under SMC Chapter 5.75 and RCW 82.59.

Tax Liability Information

Be aware that if after you receive a tax deferral certificate your project changes or otherwise ceases to be eligible for the deferral, such as for failure to maintain compliance with the affordable housing requirement, then all of the sales and use taxes plus interest will be immediately due and payable. A debt for deferred taxes will not be extinguished by insolvency or other failure of the recipient.

Initial to acknowledge awareness of sales and use tax liability.

I acknowledge the potential tax liability under SMC Chapter 5.75 and RCW 82.59:

Initials: _____

¹ For income and rent limits on affordable housing units, refer to the Seattle Office of Housing’s Income and Rent Limits for rental housing programs. Use the table for “Other developer agreements; for example, IZ, MFTE (P3, P4, P5 only), MHA, MPC-YT” ([link](#)).

² If the project also plans to pursue a Multifamily Housing Property Tax Exemption (MFTE) under SMC Chapter 5.72 or 5.73 and RCW 84.14, note that the affordable housing units required for Sales and Use Tax Deferral for Conversion to Housing are *in addition* to the affordability requirements of the MFTE program.

6. Statement regarding timeline for project completion

The investment project must be completed within three years from the date of issuance of a conditional certificate of program approval.

Initial to acknowledge the project must be completed within three years of issuance of a conditional certificate.

I acknowledge the project completion requirement:

Initials: _____

7. Statement regarding limited opportunity for extension

The Director may extend the construction or rehabilitation deadline by up to 24 consecutive months if the delay was caused by circumstances beyond the conditional recipient's control and if the recipient has acted, and can be expected to continue acting, in good faith and with due diligence.

Initial to acknowledge that deadline extensions are granted only in specific cases at the Director’s discretion.

I acknowledge the limited extension policy:

Initials: _____

8. Statement regarding necessity of tax deferral

Initial to confirm that you, the applicant, would not have pursued this project without the tax deferral.

I confirm that I would not have pursued this project without the tax deferral.

Initials: _____

9. Documentation of construction or land use permit activity

Provide documentation of pre-application materials submitted with the Seattle Department of Construction and Inspections.

Pre-Application materials have been submitted: Yes No

If you have received a project number for a construction or land use permit application from SDCI please provide it here:

Project Number (if available): _____

Oath or Affirmation

This application must be certified by oath or affirmation before a Notary.

I do solemnly affirm that all statements and information provided by me in this application are true to the best of my knowledge and belief, and this I do under the penalties of perjury.

Signature: _____

Date: _____

Washington Notary Acknowledgement

State of Washington

County of _____

On this ____ day of _____ 20__, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared

_____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who appeared before me, and said person acknowledged that (she/he/they) signed this instrument and acknowledged it to be (her/his/their) free and voluntary act for the uses and purposes mentioned in the instrument.

(SEAL OR STAMP)

Signature: _____

Notary Public in and for the State of Washington

Residing at: _____

My Commission Expires: _____