



## COMMUNITY REINVESTMENT AREA APPLICATION

*Residential Property Improvement Projects*

**1. Applicant Information** (Owner of Real Property on Record)

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Fax Number)

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

**2.**

\_\_\_\_\_  
(Property Address)

\_\_\_\_\_  
(City, State, Zip)

**3.**

\_\_\_\_\_  
(Tax Parcel Number(s) from tax bill)

**4. Application Involves:**

- a.  Remodeling 1 or 2 family dwelling (remodeling cost of at least \$2,500)
- b.  Remodeling 3 or more residential units (remodeling cost of at least \$5,000)
- c.  Remodeling of commercial / industrial structures
- d.  New Construction

**5. Brief description of work**

6. **Construction Information**

**New Construction Projects** – If applying for new construction, please complete and submit the following:

Total actual cost of new construction \$ \_\_\_\_\_

Square footage \_\_\_\_\_

Building Permit number (attach copy of **Building Permit**) \_\_\_\_\_  (attached)

Issuance Date of Building Permit \_\_\_\_\_

Start Date of Project \_\_\_\_\_

Completion Date (attach copy of **Certificate of Occupancy**) \_\_\_\_\_  (attached)

Proof of Ownership (copy of **signed & dated lease agreement or HUD-1**)  Yes  No

**Settlement Statement of the Bank Loan** or notarized list identifying the general categories of the work completed, the date the work was completed and each category's expense.  (attached)

**Photos** of Front and Back of Completed Property(s).  (attached)

**Map Site Plan** if multiple buildings.  (attached)

**Remodeling Projects** – If applying for home improvement, please complete and submit the following:

Total actual cost of home improvement \$ \_\_\_\_\_

Square footage \_\_\_\_\_

Include with the application, **documentation to support cost of improvements**  (attached)

Two acceptable examples are:

- 1) The affidavit of the draw payments of the construction contract. (Please ensure that the affidavit includes a description of the work completed.)
- 2) A notarized list identifying the general categories of the work completed, the date the work was completed and each category's expense. A labor cost for you own work can also be included.

Building Permit number (attach copy of **Building Permit**) \_\_\_\_\_  (attached)

Issuance Date of Building Permit \_\_\_\_\_

Start Date of Project \_\_\_\_\_

Completion Date (attach copy of **Certificate of Occupancy**) \_\_\_\_\_  (attached)

Proof of Ownership (copy of **signed & dated lease agreement or HUD-1**)  Yes  No

**Photos** of Front and Back of Completed Property(s).  (attached)

**Map Site Plan** if multiple buildings.  (attached)

Cost of the **Property Tax Bill** from the County Auditor's Office \_\_\_\_\_  (attached)

If your taxes are escrowed, please submit parcel information tax card that can be found on the Auditor's website.

**7. Does the Property Owner owe:**

- a. Any delinquent taxes to the State of Ohio or an Ohio political subdivision?  Yes  No
- b. Any moneys to the State or a state agency for the administration or enforcement for any Ohio environmental laws?  Yes  No
- c. Any other moneys to the State, a state agency or an Ohio political subdivision past due, whether the amounts owed are being contested in court of law or not?  Yes  No
- d. **If yes to any of the above**, detail each instance including, but not limited to, the location, amounts and/or case identification numbers. (Attach additional pages if necessary.)

**8. CRA Program Rules and Guidelines**

- The tax exemption begins when the application is approved. The exemption is NOT retroactive from the date of improvement.
- Exemption value is determined by the County Auditor's office.
- An increase or decrease in taxes during the abatement period may result when voted changes in tax rates, state-mandated reappraisals or updates reflecting neighborhood trends are adopted.
- The Housing Officer may revoke the tax exemption any time after the first year if the property has building code violations.
- Any person denied tax exemption by the Housing Officer may appeal in writing to the Community Reinvestment Area Housing Council, which shall have the right to overrule any decision of a Housing Officer. Appeals from a decision of the Housing Council may be taken to the Court of Common Pleas.
- Northwood City Council may rescind the ordinance granting tax exemption at their discretion.

The above information is true and complete to the best of my knowledge. I agree to supply additional information if required by the Housing Officer and/or the Wood County Auditor. If this application is approved, any tax exemption for the improvements will not be effective until the tax lien date (January 1) of the calendar year immediately following the date of the Housing Officer's certification of tax exemption.

Name of Property Owner: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_  
(Type name and title)

\_\_\_\_\_  
(Signature of Property Owner)

**SEND APPLICATION TO:**

Bob Anderson, Administrator  
City of Northwood  
6000 Wales Road  
Northwood, Ohio 43619  
Phone (419) 693-9320  
Fax (419) 693-6705

**For City Use Only:**

- Proposed Application
- Final Application
- Period of Exemption \_\_\_\_\_