



City of Shoreline

Planning & Community Development

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APPLICATION FOR 12 YEAR EXTENSION OF MULTI-FAMILY TAX EXEMPTION (SMC 3.27.040(C)) - COVER SHEET

This application for a 12-year Extension of Multi-family Tax Exemption (Extension Application) must be accompanied by a processing fee. All fees can be found on the [City's fee schedule](#).

Please return this Extension Application and the processing fee, payable to the City of Shoreline, to the Planning & Community Development Department, 17500 Midvale Avenue North, Shoreline, WA 98133.

APPLICATION FOR 12 YEAR EXTENSION OF MULTI-FAMILY TAX EXEMPTION

(Pursuant to Chapter 84.14 RCW and SMC Chapter 3.27)

Application fee required.

PROGRAM INFORMATION AND REQUIREMENTS

The Owner of property that received a 12-year tax exemption pursuant to SMC 3.27, may apply for an extension of that tax exemption for an additional 12 successive years. No extension will be granted for property that received a 20-year tax exemption.

1. Only one (1) extension may be granted.
2. Failure to apply for an extension in a timely manner shall be deemed a waiver of the exemption.
3. For the property qualify for an extension:
 - a. The property must have qualified for, satisfied the conditions of, and utilized the twelve-year exemption sought to be extended;
 - b. The Owner must timely apply for the extension on forms provided by the City within 18 months of expiration of the original exemption;
 - c. The property must meet the requirements of SMC 3.27.040(A) for the property to qualify for an exemption at the time of the extension application, and
 - d. The property must continue to rent or sell at least twenty percent (20%) of the multifamily housing units as affordable housing units for low-income households for the extension period.
4. If an extension is granted by the City, at the end of both the tenth and eleventh years of the extension period, the applicant, or the property owner at that time, must provide the tenant notice that relocation assistance in an amount equal to one (1) month's rent will be provided to a qualified tenant at expiration of the extension period as provided in RCW 84.14.020.

If an Extension Application is approved:

1. The applicant shall enter into an amendment to the original contract for the tax exemption setting forth the terms and conditions for the 12-year extension period. This amendment requires Shoreline City Council approval. The amendment will be recorded, at the applicant's expense, in the property records of King County.

If the Extension Application is denied:

1. The City will provide, in writing, notice of the denial setting forth the reasons for denial. Notice will be sent by U.S. mail, return receipt requested within ten (10) days of the denial.
2. The applicant may appeal the denial to the Shoreline City Council within 30 days of the date of issuance of the denial by filing an appeal statement with the city clerk and paying any applicable appeal fee. The appeal before the City Council will be based upon the record made before the City Manager with the burden of proof on the applicant to show there was no substantial evidence to support the City Manager's decision. The City Council's decision on appeal shall be final.

APPLICATION INFORMATION

Name: _____ Date: _____

Business Name of Applicant (if different): _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

PROJECT INFORMATION

Property Description

Name of Property: _____

Street Address of Project: _____

County Assessor's Parcel Account #: _____

Contract Recording Number: _____

Abbreviated Legal Description: _____

Designated PTE Project Area:

Provide a brief statement describing the project, compliance with the original tax exemption contract, and qualifications for the 12-year extension below (attach another sheet if necessary):

- Attach a copy of the original contract and any amendments. Copies should have the King County Recorder's Number clearly showing.

STATEMENT OF POTENTIAL TAX LIABILITY

As owner of the land described in this application, I hereby indicate by my signature that I am aware of the additional tax liability if and when the property ceases to be eligible for exemption. I am aware that the tax exemption must be cancelled if the property is converted from multifamily to another use. I am aware that if I decide to convert the multifamily housing to another use or intend to discontinue compliance with the affordable housing requirements, I must notify the City of Shoreline’s MFTE Coordinator and the King County Assessor within 60 days of the change in use or intended discontinuance.

AFFIRMATION

Initial

As taxpayer(s) of the land described in this application, I hereby indicate by my initial that I am aware that the exemption does not begin until January 1st of the year immediately following the calendar year of issuance of the Certificate of Tax Exemption Extension.

I affirm that the Project has been in compliance with the original tax exemption contract. I understand that the value of new housing construction, conversion, and rehabilitation improvements qualifying under this extension is exempt from ad valorem property taxation for 12 successive years for qualified affordable housing multi-family projects beginning January 1st of the year immediately following the calendar year of issuance of the Certificate of Tax Exemption Extension.

I understand that my obligation to file a report with the City of Shoreline by December 15th of each year that provides detailed information concerning rental rates, occupancy, and tenant incomes during the year continues under an approved 12-year extension.

I understand at the conclusion of the extension period, the new or rehabilitated housing cost shall be considered as new construction for the purposes of chapter 84.55 RCW.

I am aware of the potential tax liability involved when the property ceases to be eligible for the tax exemption incentive and my obligation to notify the City of Shoreline and the King County Assessor.

I affirm that the mix and configuration of housing units used to meet the requirement for affordable units under the City’s MFTE program shall be substantially proportional to the mix and configuration of the total housing units in the project.

I understand that from Day 1 of the extension compliance period, the property shall rent at least 20 percent of the multifamily housing units as affordable housing units for low-income households (80% AMI or lower).

I certify that I will comply with all applicable City of Shoreline regulations pertaining to the issuance of the 12-Year Tax Exemption Extension. I understand that issuance of the extension does not remove the owner’s responsibility for compliance with state or federal laws.

I certify that, under penalty of perjury under the laws of the State of Washington, to the best of my knowledge, the information submitted in support of this application is true and correct.

Signed this _____ day of _____, 20__

Applicant Signature: _____

To Be Completed by City Staff

Application Number: _____ City Clerk Filing Number: _____

Date Extension Application Received: _____

Staff Name: _____ Date of Staff Review: _____

Comments: