



Multi-Family Tax Exemption Conditional Certificate

City of Puyallup
Development & Permitting Services
333 S. Meridian
Puyallup, WA 98371
Phone: 253-864-4165
www.cityofpuyallup.org

Submittal Checklist

Electronic copy of entire submittal package to include:

Complete application

- A brief written description of the project and preliminary schematic site and floor plans of the multifamily units and the structure(s) in which they are proposed to be located setting forth the grounds for the exemption
- A brief statement setting forth the grounds for qualification for exemption, and specifically identifying the low- or moderate-income elements of the proposed project
- A statement from the owner acknowledging the potential tax liability when the project ceases to be eligible
- Verification by oath or affirmation of the information submitted

Multi-family tax exemption applications are authorized pursuant to [Puyallup Municipal Code \(PMC\) Chapter 3.70](#). The purpose of a multi-family tax exemption (MFTE) is to encourage increased residential housing opportunities, to stimulate the construction of new multifamily housing and the rehabilitation of existing vacant and underutilized buildings for multifamily housing in urban centers having insufficient housing opportunities. To achieve these purposes, MFTEs provide for special valuations for eligible improvements associated with multiunit housing, including affordable housing, in residentially deficient urban centers located within the city of Puyallup.

APPLICATION INFORMATION

Site Information

Parcel Number(s)
Street Address
Site Area (square feet)
Zoning

Applicant Information

Name		
Address		
City	State	Zip
Phone	Date	
E-mail		

Applicant Information

Name		
Address		
City	State	Zip
Phone	Date	
E-mail		

Owner Information (if different than applicant)

Name		
Address		
City	State	Zip
Phone	Date	
E-mail		

Project Information

Name of Project: _____

Written description of project:

Term of Tax Exemption Requested:

8-Year

12-Year

Floor Area (square feet):

Project Total: _____ For Permanent Residential Occupancy¹: _____

Estimated Construction Costs:

Project Total: _____ For Permanent Residential Occupancy¹: _____

Anticipated Start Date: _____ **Anticipated Completion Date:** _____

Number of Dwelling Units: _____

¹ Includes residential common areas, circulation and mechanical space, and residential parking in calculation of residential square footage. Excludes housing units offered for rent for periods of less than one month.

Rental

Unit Type Affordability ²	Number of Units	Percentage of Total Units
Low-Income		
Moderate-Income		
Market-Rate		
Total		

Owner-Occupied

Unit Type Affordability ²	Number of Units	Percentage of Total Units
Low-Income		
Moderate-Income		
Market-Rate		
Total		

Brief statement of grounds for qualification for exemption (identify the low to moderate-income elements of proposed project):

² Affordable housing: housing costs do not exceed 30% of the household's monthly income.

Low-income: less than or equal to 80% of the area median income (AMI).

Moderate-income: greater than 80% of AMI, but less than or equal to 115% of AMI.

Market-rate: greater than 115% of AMI.

CERTIFICATION

1. I declare that I am the owner of the property involved in this application, and that the foregoing statements and answers herein contained, and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.
2. As owner of the land described in this application, I hereby indicate by my signature below that I am aware of the additional tax liability to which the property will be subject if the exemption authorized by RCW Chapter 84.14 and PMC Chapter 3.70.
3. I, as owner of property involved in this application, am aware that 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 nonqualifying improvements dated back to the date that the improvements became nonqualifying
 - 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 RCW Chapter 84.14 and PMC Chapter 3.70.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____