

**APPLICATION CHECKLIST**  
**FINAL CERTIFICATE OF TAX EXEMPTION**  
**CITY OF BELLEVUE**

(Submit After Certificate of Occupancy)

The following is a list of materials which must be submitted in order to have a complete application. Consult with the Community Development Department or ARCH<sup>1</sup> if you have questions. Please do not turn in your application until all materials that apply to your proposal have been checked off and are included. The city will complete the review process and notify applicants within thirty (30) days after receipt of the application for Final Certificate and all other required application materials.

**RETURN THIS CHECKLIST AND THE FOLLOWING ITEMS WITH A  
COMPLETED APPLICATION FOR FINAL CERTIFICATE:**

- A copy of the Certificate of Occupancy for all residential units included in this Application.
- A copy of the form of lease or rental agreement.

**PROVIDE THE FOLLOWING TO ARCH:**

- A complete Affordable Housing Certification Report.

**NOTE: INCOMPLETE APPLICATIONS MAY CAUSE A DELAY IN PROCESSING. YOUR APPLICATION WILL NOT BE COMPLETE UNTIL ALL DOCUMENTS LISTED ON THE APPLICATION CHECKLIST ARE SUBMITTED. PLEASE CALL IF YOU HAVE ANY QUESTIONS.**

**NOTE: THE DIRECTOR RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION AS MAY BE DEEMED NECESSARY OR USEFUL TO EVALUATE ELIGIBILITY FOR THE FINAL CERTIFICATE.**

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<sup>1</sup> A Regional Coalition for Housing, (425) 861-3677

**APPLICATION**  
**FINAL CERTIFICATE OF TAX EXEMPTION**  
**CITY OF BELLEVUE**

1. Project Name: \_\_\_\_\_
2. Property Address: \_\_\_\_\_
3. Parcel ID(s): \_\_\_\_\_

**Applicant's Information**

*Note: This application is intended to be signed by the property owner of record or designee. The application may be rejected or additional documentation required if the signer is other than the property owner of record.*

4. Owner's name: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
6. Daytime Phone: \_\_\_\_\_
7. Fax: \_\_\_\_\_
8. E-mail: \_\_\_\_\_
9. Owner's Representative (if applicable): \_\_\_\_\_
10. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
11. Daytime Phone \_\_\_\_\_
12. Fax: \_\_\_\_\_
13. E-mail: \_\_\_\_\_

**Project Information**

14. Date Conditional Certificate of Tax Exemption issued: \_\_\_\_\_
15. Date Extension granted (if applicable): \_\_\_\_\_
16. Date contract executed: \_\_\_\_\_
17. Date covenant recorded: \_\_\_\_\_ Recording number: \_\_\_\_\_
18. Date Certificate of Occupancy issued: \_\_\_\_\_

19. Brief written description of the work completed in the project:

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20. Floor areas and project costs:

	Gross Floor Area	Construction Costs
Residential Improvements <sup>2</sup>		\$
Non-Residential Improvements		\$
<i>Total Project (exclusive of land)</i>		\$

21. Utilizing affordable housing density or FAR incentive(s) through the Bellevue Land Use Code:     Yes  No

If Yes,:

	Floor area (sq ft) (if FAR bonus)	Equivalent Dwelling units (or required DU if density bonus)
Total bonus		
Affordable housing		

22. Completed new dwelling units ("AMI" means area median income):

NOTE: If a project chooses to overlap the MFTE benefit with a benefit received through an incentive in the Land Use Code, the required AMI level for those double-counted units is 15 percentage points lower than it otherwise would have been

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<sup>2</sup> For permanent residential occupancy. Include residential common areas, circulation and mechanical space, and residential parking in calculation of residential square footage. Exclude residential units offered for rent for periods of less than one month. "Residential parking" includes: (1) parking required by the Bellevue Land Use Code as accessory to residential use; (2) resident parking included in lease or sale price of residential units; (3) parking restricted by agreement to use by residential owners or tenants.

through MFTE, excepting those that were already required at 45% AMI through BCC 4.52.090.A.1.

Affordability	Studio	Open 1-BR	1-Bedroom	2-Bedroom	3-Bedroom	Total Units
45% AMI						
55% AMI						
65% AMI						
70% AMI						
80% AMI						
<i>Market-Rate Units</i>						
<i>Total Units</i>						

**Certification**

The above-described project complies, to the best of my knowledge, with all requirements of Chapter 4.52 BCC in effect as of the date of application for tax exemption, and with the terms of the Contract dated \_\_\_\_\_. All work has been completed within the required three-year period or any extension authorized by the city of Bellevue under BCC 4.52.070.

**AUTHORITY TO ENTER PROPERTY**

I/we acknowledge that by signing this application I/we are authorizing employees or agents of the city of Bellevue to enter onto the property which is the subject of this application during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the city determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that city employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hours' notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

**HOLD HARMLESS AGREEMENT -- READ CAREFULLY BEFORE SIGNING**

The undersigned in making this application certifies under penalty of perjury, the truth and/or accuracy of all statements, designs, plans and/or specifications submitted with said application and hereby agrees to defend, indemnify, and hold harmless the city of Bellevue, its officers, employees, and agents from any and all claims, including costs, expenses and attorney's fees incurred in investigation and defense of said claims which may be hereafter made against the city by any person including the undersigned, his successors, assigns, employees, and agents, and arising out of reliance by the city of Bellevue, its officers, employees and agents upon any maps, designs, drawings, plans or specifications, or any factual statements, including the reasonable inferences to be drawn therefrom contained in said application or submitted along with said application.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title