



**COMMUNITY DEVELOPMENT
PITTSBURG PUBLIC HOUSING**

603 N. PINE · Pittsburg KS 66762

(620) 232-1210

www.pittks.org

FAX: (620) 232-3453

2008 NEIGHBORHOOD REVITALIAZATION PROGRAM

To process your application for the **TAX REBATE PROGRAM** submit the items noted below:

1. A copy of the warranty deed or contract of sale.
2. A copy of the most recent paid tax receipt.
3. A copy of the Building Permit.
4. Check in the amount of \$25.00.
5. A completed application.

The application will not be accepted unless a copy of all documents noted above are attached.

If you have any questions contact our office.

APPLICATION RECEIVED: _____ BY: _____
DATE AGENCY REPRESENTATIVE

Process Guide for Tax Rebate Program

Application Process:

- Complete application: Must have Parts #1 and #2 filled out
- Provide copy of the Building Permit at time of application.
- Attach check in the amount of \$25.00
- Copy of deed for ownership
- Copy of most recent paid tax receipt

Housing Office Process:

Send copy of the application to:

1. Applicant with approval or denial
2. City Building Inspector
3. County Clerk and/or County Appraiser

County Clerk to verify there is no outstanding tax liability, (before notifying the owner of approval).

January 1st of each year – City Building Inspector will complete onsite inspection to confirm improvement status and forward findings to the Housing Office.

TO CLOSE OUT:

New Construction:

- Final Part #3 of application completed and signed when project is complete.
- Provide copy of expenses in accordance with number of years rebate to be received. \$5,000 for residential, \$10,000 commercial or total amount of investment if owner wants over five years of tax rebate.
- Need copy of **Certificate of Occupancy or document** issued by City Codes office certifying project is complete and accepted.

Rehabilitation:

- Final Part #3 of application completed and signed when project is complete.
- Provide copy of expenses in accordance with number of years rebate to be received. \$5,000 for residential, \$10,000 commercial or total amount of investment if owner wants over five years of tax rebate.
- Need a copy of **Final Inspection** issued from Codes **or document** issued by City Codes office certifying project is complete and accepted.

Final Step: Signed application goes to County Clerk for further processing of tax rebates. Copy retained in file. Letter sent to owner notifying them final process is complete and attach copy of final completed application that has been sent to the County for processing.

PART 2

Owner Name: _____ Parcel ID # _____

COMMENCEMENT OF CONSTRUCTION

Construction Estimated to Begin On: _____ Building Permit #: _____

(When Applicable)

Estimated Date of Completion of Construction: _____

By: _____ Date: _____

(Owner's Signature)



PART 3

STATUS OF CONSTRUCTION/ COMPLETION

Incomplete Project as of January 1, Following Commencement: _____

Complete Project as of January 1, Following Commencement: _____

(TO BE USED WHEN CONSTRUCTION IS COMPLETED)

All construction and improvements described in the Application were completed on Actual out-of-pocket costs incurred in completing such Construction and Improvements were in the total amount of \$ _____. Written documents evidencing such expenditures are submitted with this report.

Signed: _____ Date: _____

(Owner's Signature)



FOR COUNTY APPRAISER'S OFFICE ONLY

THE ABOVE IMPROVEMENTS:

- _____ Meets the \$5,000 Minimum Investment for Residential Property
- _____ Does Not Meet the \$5,000 Minimum Investment for Residential Property
- _____ Meets the \$10,000 Minimum Investment for Commercial or Industrial Property.
- _____ Does Not meet the \$10,000 Minimum Investment for Commercial or Industrial

Property.

By: _____ Date: _____

(Crawford County Appraiser's Office)

FOR COUNTY CLERK'S OFFICE ONLY

As of _____, 19 ____ Taxes in This Parcel _____ Are _____ Are Not Current

By: _____ Date: _____

(Crawford County Clerk's Office)