



# Historic Preservation Tax Incentive Program

## Step 2 Application for Verification of Expenditures

**Address:** \_\_\_\_\_  
**Applicant:** \_\_\_\_\_  
**Contact info:** \_\_\_\_\_



## Application Requirements

- List of expenditures and total amount spent ..... Please provide a chart, as shown later in this packet, listing the receipts and expenditure documentation submitted. Copies of the receipts should be submitted as backup documentation with this chart. A blank chart is attached to this form for your convenience.
  
- Backup documentation of expenditures ..... Receipts or other documentation, such as pay affidavits or schedules of value provided by a licensed architect or engineer proving that the required expenditure on rehabilitation has actually been made. Please do not provide original documents, copies only.
  
- Copy of a tax certificate ..... Available from [www.dallascounty.org](http://www.dallascounty.org)
- Affidavit of fees, fines, violations and penalties ..... Signed, sworn, and notarized (attached)
- Signed statement of minimum expenditures ..... Signed and notarized (attached)
- Photos of post-rehabilitation ..... Pictures of the areas where the work was performed taken after rehabilitation
  
- A copy of the City Council resolution ..... If applicable.

## Additional Application Requirements

Check all statements that apply and please provide the information shown to the right for those items.

- The exemption is for an urban historic district conversion..... Provide documentation such as copies of certificates of occupancy indicating the total square footage, and the square footage for residential, retail, office, and other nonresidential uses, and residential units in the completed project
  
- Has the property had past code violations? ..... Contact the Code Compliance Department at 214-670-5708 if the property has had past code violations. An email from their department stating that the violations have been resolved will meet this requirement.

## Final Steps

After approval of application and completion of all required steps, staff will draft a commitment to repay document. This plus the **application for historic and archeological site** available at <http://www.dallascad.org/forms.aspx> will complete the process.

- Executed commitment to repay ..... The commitment to repay (provided by city staff) must be:
  1. Signed by all property owners and lienholders for the property. Every signature must be notarized.
  2. Return the document with all original signatures to City Hall. It must be approved as to form by the city attorney.
  3. Staff will return the commitment to repay to the applicant.
  4. The commitment to repay must be filed in the real property records (the deed records) at the ~~Records Building located at 500 S. Main~~ County Clerk's temporary offices in Renaissance Tower, 1201 Elm St, 21<sup>st</sup> and 22<sup>nd</sup> floor.
  5. A copy of the recorded commitment to repay must be returned to staff.

# Historic Tax Exemption Application

## Step 2 – Verification Application

### Property Information

Property Address: \_\_\_\_\_

Building Name (if Applicable): \_\_\_\_\_

Historic District / (or Pending Historic District): \_\_\_\_\_

### Owner Information

Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Step 1 Application Information

When was the Step 1 Application approved by the Landmark Commission?: \_\_\_\_\_

Did the Application require City Council approval? If so, when? \_\_\_\_\_

### Changes in lienholder information

Fill out only if there has been any change from information provided in the Step 1 Application:

Name (new lienholder): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state and zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

## Record of expenditures

In order to qualify for the exemption, you must provide receipts or other documentation such as pay affidavits or schedules of value provided by a licensed architect or engineer proving that the required minimum expenditure on the approved rehabilitation work has been completed.

### Payment documentation must be recorded, labeled and totaled when submitted to staff.

Please provide a chart, similar to the one shown below, summarizing the receipts and expenditure documentation submitted. Please keep the following in mind:

- Receipts, pay schedules, and bank withdraw transactions with work invoices are all acceptable methods of payment documentation.
- Copies of the payment documentation should be submitted as backup documentation with this chart.
- Payment documentation should be copied. Please do not turn in originals.
- A pay schedule certified by a licensed architect or engineer may be submitted in lieu of this chart.

Please contact staff if you have a specific question on how to record a payment. A blank chart is attached to this form for your convenience.

- Provide the date of the payment
- List the name of the company to which the payment was made
- Provide the category of work completed, such as plumbing, interior work, painting, foundation work, etc.
- Each receipt should be copied onto a sheet of paper. Please label each page with a page number. List the page number in the chart so that staff can compare each receipt with the page on which the receipt is located. More than one receipt may be on a page.
- Provide the amount paid.

1234 SAMPLE ADDRESS				
Date	Company	Type of Work	Receipt Page Number	Amount
9/30/2003	Lakewood Hardware	Plumbing	1	\$14.00
10/11/2003	The Restore	Exterior Doors	2	\$106.09
10/31/2003	Sam's Electric	Electrical work	2	\$40.68
12/27/2003	The Restore	Exterior Windows	3	\$201.59
1/5/2004	Home Depot	Floors	4	\$58.54
1/8/2004	Williams Concrete Inc	Foundation	5	\$160.21
3/10/2004	Porcelain Patch and Glaze	Purchase	6	\$400.00
3/16/2004	Craddock lumber Company	Cabinetry	6	\$121.67
3/25/2004	ICI Paints	Exterior House Paint	6	\$76.95
9/9/2005	Roofing Company	Roofing	7	\$320.27
<b>TOTAL:</b>				<b>\$1,500.00</b>

**This form MUST be completed and submitted with this application.** Only work that was approved by the Landmark Commission in the determination of eligibility counts towards meeting the minimum required expenditure. All receipts must be cataloged and totaled to qualify as a complete application. Receipts submitted without the attached form or an attached form similar to the one provided will be returned to the applicant. Pay affidavits or pay schedules may be submitted in lieu of this form.

## Record of Expenditures

Please see page 6 of this application if you require further instruction. Otherwise, please either fill out the below chart or attach a chart similar to the one shown below to document the receipts being submitted to staff:

Date	Company	Category of Work	Receipt Page Number	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
			<b>TOTAL:</b>	_____



# Statement of Minimum Expenditures

THE STATE OF TEXAS \_\_\_\_\_ §

COUNTY OF DALLAS \_\_\_\_\_ §

BEFORE ME, the undersigned authority, personally appeared the person whose name is signed below, and being by me duly sworn, deposed as follows:

"My name is (insert name of owner here) \_\_\_\_\_, ("the Owner") and I am the owner of the property at (insert street address here) \_\_\_\_\_, Dallas Texas ("the Property"). I am of sound mind, capable of making this affidavit, and personally acquainted with the facts herein stated. I have personal knowledge of the facts contained in this affidavit. The facts stated herein are all true and correct.

I certify that the information in this application for a tax exemption, including all attachments, is complete and correct. I certify that I have made the minimum expenditure on the rehabilitation project in compliance with any certificates of appropriateness or predesignation certificates of appropriateness.

I authorize members of the Landmark Commission and city officials to visit and inspect the property as necessary to certify eligibility and verification for a tax exemption.

I acknowledge that I have read and understand the program regulations, and that I will not receive an exemption until all program requirements have been met and a letter of verification obtained. I understand that all rehabilitation work, if not already complete, must be completed by the time specified by the Landmark Commission (or within 3 years after the date of the Landmark Commission's determination of eligibility if a completion date was not specified). If the deadline for completion is subsequently extended by the Landmark Commission all rehabilitation work must be completed by the extended time specified. I understand that penalties may apply if I do not complete the work.

I understand that the owner of the Property must make an application to Dallas County Appraisal District each year in order to receive the exemption for that year, otherwise, the owner will lose the ability to receive a tax exemption for that year.

All property taxes are current and no city of Dallas fees, fines, or penalties are owed on the Property or on any other real property owned in whole or in part, directly or indirectly, by the Owner. For the purpose of this statement, an interest in real property does not include any interest in real property held indirectly through a mutual or common investment fund such as a real estate investment trust that holds real estate assets unless the person in question participates in the management of the fund or the trust"

Owner's Name: \_\_\_\_\_

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

This instrument was sworn and acknowledged before me on \_\_\_\_\_ (date)

by \_\_\_\_\_ (print name of owner)

\_\_\_\_\_  
Notary Stamp Here ..... Notary Signature