Historic Preservation Tax Incentive Program

Step 2 Application for Verification of Expenditures
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.

☐ 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 Dallas County Records Building, 500 S. Main Street.
  5. A copy of the recorded commitment to repay must be returned to staff.

☐ Copy of a tax certificate...................................................... Available from 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.
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 step 1 of the 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 correspond each receipt with the page on which the receipt is located. More than one receipt may be on a page.
- Provide the amount paid

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

**TOTAL:** $1,500.00

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:

<table>
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<tr>
<th>Date</th>
<th>Company</th>
<th>Category of Work</th>
<th>Receipt Page Number</th>
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**TOTAL:** ___
Affidavit Regarding Taxes, Fees, Fines and Penalties

THE STATE OF __________________ §

COUNTY OF __________________ §

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 __________________________, and I am the owner of the property at __________________________, 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. All property taxes are current, and no City of Dallas fees, fines or penalties are owed, on the Property or any property owned by any partnership in which I am a partner."

Owner’s Name: ______________________________________________________________________

Owner’s Signature: __________________________________________________________________

This instrument was sworn and acknowledged before me on ________________

by (print name of owner) ____________________________

Notary Stamp Here ................................................................. Notary Signature
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 __________________________________
by (print name of owner) ______________________________________________________________

Notary Stamp Here ........................................................................ Notary Signature

Historic Tax Exemption Program
Step 2 – Verification of Expenditures Application
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