



City of Richmond, Virginia
Application for Partial Tax Exemption
Phone: 804-646-5227

Application Fees:

Residential (1-4 units) \$125.00
All Other Properties \$250.00

Program Application # \_\_\_\_\_

Qualifying Building Permit # \_\_\_\_\_

MAIL COMPLETED FORM TO: City Assessor's Office 900 East Broad Street - Room 802 Richmond, VA 23219

Type of Program

- Partial Tax Exemption for Rehabilitated Structures (City Code § 98-132 ~ 141)
Partial Tax Exemption in Redevelopment and Conservation Areas and Rehabilitation Districts (City Code § 98-260 ~ 269)

I hereby request consideration for partial exemption from real estate taxes for qualifying property to be rehabilitated as provided in Section 98-132 through 98-141 of the Richmond City Code of 2006, as amended.

Owner of Record: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Is this Property in a designated: Enterprise Zone? [ ] Yes [ ] No
Rehabilitation District? [ ] Yes [ ] No
Redevelopment or Conservation Area? [ ] Yes [ ] No

I certify this property: [ ] is [ ] is not a registered Virginia Landmark.

I certify this property: [ ] has [ ] has not been determined by the Department of Historic Resources to contribute to the significance of a registered historic district.

Does this property have any known historical significance? Explain: \_\_\_\_\_

Property Type: [ ] Residential [ ] Commercial, Industrial or Multi-Use

Date Built: \_\_\_\_\_ Date of Last Renovation/Remodel: \_\_\_\_\_

Estimated Cost of Rehabilitation: \$ \_\_\_\_\_ Are Building Plans Attached? [ ] Yes [ ] No

Description of Work to be done: \_\_\_\_\_

In applying for partial exemption from real estate taxes, the following guidelines are in effect:

(1) Appropriate building permits must be approved before application is processed; (2) The required fee is non-refundable after the application has been issued; (3) A base value inspection must be made by an appraiser of the City Assessor's Office prior to commencing work; (4) The base value determination is based on property description as of the date of application; (5) Qualifying work must be completed within two years (24 months) of the date of application; (6) Early credit may be obtained provided the Qualification Release Form is filed with the City Assessor's Office on/before December 31<sup>st</sup> in the year prior to the early credit request; (7) Partial assessments (January 1 Land Book) are not part of the credit program; (8) Both the base value and the final value estimate is calculated as of the date of application, and does not include appreciation or depreciation due to changes in market levels not associated with the work being performed; (9) Partial credit may be awarded provided all other program requirements have been met; (10) A property may have only one credit at any given time; (11) The minimum age requirement applies to all building components individually (kitchen, bath, etc); (12) Qualifying building additions must be an integral part of the original structure; (13) The applicant has the option of providing, within 90 days, an appraisal consisting of a base value and a final value, both calculated on the effective date of application, as evidence to be considered in determining the amount of credit provided under this program; (14) City ordinance does not provide for extension of application time; (15) The Qualification Release Form must be filed before the final inspection; (16) Applicant has read the city ordinances pertaining to the program applied for.

---

### Certification of Application

I certify that the statements contained in this application are, to the best of my knowledge, both correct and true, that I have read and understood the guidelines of this program. Given under my hand this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Month) (Year)

Owner  Agent \_\_\_\_\_ (signature)  
\_\_\_\_\_ (printed name)

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

Telephone #: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

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

---

How did you find out about this program? (Check One)

Television  Utility Bill  City Agency  Newspaper  Other \_\_\_\_\_

Would you have rehabilitated your property if this program was not in place?  Yes  No

---

### OFFICE USE ONLY:

Fee paid \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_ Qualifying Building Permit # \_\_\_\_\_

Date this application and permit application received by the Commission of Buildings: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date this application received by the City Assessor from the Commissioner of Buildings: \_\_\_\_/\_\_\_\_/\_\_\_\_

---