

CRA TAX ABATEMENT – APPLICATION INSTRUCTIONS

Complete every numbered line ~ 1 through 16.

- Line 1: List the real property owner's legal name exactly as it appears on the Licking County Auditor's Property Tax Record Card. *(This should be located on the most recent property tax bill, if available.)*
- Line 5: Check the appropriate box.
- Line 6: Check the appropriate boxes.
- Line 7: List the construction and/or remodeling costs **and** attach verification. *(Acceptable verification for a new structure can be a HUD statement/mortgage overview.)*
- Line 8: List the date when the building/project was completed, not necessarily the Certificate of Occupancy date. If the building/project was completed and occupied before applying for the abatement, list the building's completion date.
- Line 9: Briefly describe the structure and work completed on it. For commercial and industrial applications, include the number of building stories, truck docks/doors, building square footage, etc. For residential applications, include the number of building stories, bedrooms, bathrooms, attached/detached garages, square footage, foundation type (i.e. basement, crawl space, slab), etc.
- Line 10: List the Building Permit Number and Certificate of Occupancy (COO) date. *(Both should be located on your COO which can be obtained from the Licking County Building Code Department, ph.: 740.670.7900).* Attach a completed copy of **both** sides of the COO to your application. If you don't have a COO, you **must** obtain one from the Building Code Department.
- Line 11: List the District and Parcel Number accurately. This information is listed on the most recent property tax bill. *(If you don't have a recent tax bill, you may be able to obtain District & Parcel Numbers from the Licking County Auditor @ 740.670.5051 or www.lcounty.com/itrac/itrac_flash.php.)*
- Line 14: Read and understand this statement before signing it.
- Lines 15-16: Once the application is complete, sign it, date it, and include copies of all relevant attachments, including the COO. *(The person who signs the application must be one of the listed property owners. In a business application, one of the owners of the business may sign the application.)*

Tax Abatement Applications will only be accepted once construction or remodeling of a property is complete and a Certificate of Occupancy has been issued.