

**SPRINGFIELD TOWNSHIP**  
**Community Reinvestment Area Residential Application**

It is important to submit the abatement application **as soon as construction is complete**. Please complete pages 1 and 2 of this document and submit, along with a \$250 application fee, to:

**HCDC, Inc.**  
Attn: Katherine Brun, Economic Development Specialist  
1776 Mentor Ave. Suite 100, Cincinnati, Ohio 45212  
Phone: (513) 631-8292  
Email: kbrun@hcdc.com

Please read and retain the information on page 3 for your records. Please retain a copy of this application and all supporting documents for your records.

1. Address of subject property:

\_\_\_\_\_ Zip: \_\_\_\_\_

2. Name of real property owner(s): \_\_\_\_\_

3. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Address of real property owners:

\_\_\_\_\_ Zip: \_\_\_\_\_

5. Number of dwelling units (check one):      \_\_\_\_\_ 1      \_\_\_\_\_ 2      \_\_\_\_\_ 3+

6. Housing Tenure Type (check one):      \_\_\_\_\_ Owner-Occupied      \_\_\_\_\_ Rental

7. Hamilton County Auditor Parcel ID#: \_\_\_\_\_

**Please submit the following with your application:**

Brief description of work, including the construction timeline and completion date:

- A copy of all closed Building Permit(s) and/or the final Certificate of Occupancy issued for the work claimed. For more information, visit: <https://www.springfieldtp.org/141/Planning-and-Zoning> or contact Kathleen Kennedy at [KKennedy@springfieldtp.org](mailto:KKennedy@springfieldtp.org) or 513-522-1410
  
- Total cost new construction and remodeling/improvements\*: \$ \_\_\_\_\_  
**OR**  
Final sale price of the new residential unit \$ \_\_\_\_\_
  
- Include documentation to support cost of new construction or final sale price. Here are some common examples of documentation:
  - 1. A list identifying the general categories of the work completed, the date the work was completed, and each category's expense. A labor cost for your own work can also be included.
  - 2. Signed copy of the bank loan documents at closing
  
- \$250 application fee (check payable to HCDC, Inc.)

*\*You must document at least \$25,000 in costs for the improvement of existing residential dwellings to qualify for the abatement*

I declare under the penalties of falsification that this application, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge and belief are true, correct, and complete.

\_\_\_\_\_

\_\_\_\_\_

**Date**

**Signature of Property Owner(s)**

## CRA Residential Tax Abatement Information

- The period for tax abatement begins during the tax period when the improvements are added to the building valuation, although it is not applied to the property until the application date (please note that it is possible that late applications may result in lost abatement years, as residential abatements do not relate back to prior tax years). The abatement is on the improvements to the property's increased taxable value. Taxes on the land itself or to unrelated previous improvements to the property are not included in the abatement. An application is only accepted AFTER the improvements have been made. It is important to submit the abatement application as soon as the project is complete. The abatement will be credited from the date the application is received without relating back to prior tax years.
- Exemption value is determined by the Hamilton County Auditor's office. You will receive a letter from the Auditor's Office after the Auditor's appraisal has been completed. After the Auditor receives your application, further follow-up is with that office. The Hamilton County Auditor can be contacted at (513) 946-4000.
- The Hamilton County Auditor's Office determines the abatement amount based on the type of the improvements as well as when the abatement period begins. A letter will be received from the Auditor's Office after the Auditor's appraisal has been completed. PLEASE BE AWARE THAT THE VALUATION DETERMINATION COULD TAKE FROM SEVERAL MONTHS UP TO TWO YEARS as taxes are one year in arrears and the Auditor will hold the application until the affected tax period.
- An increase or decrease in taxes during the abatement period may result when voted changes in tax rates, state-mandated reappraisals, or updates reflecting neighborhood trends are adopted.
- New tax abatement applications may be subject to an exterior inspection prior to final approval. If building code violations are observed, the application will be denied until the deficiencies are addressed. Properties with current abatements will have their tax abatement revoked if violations are placed against the property and the violations are not resolved. Properties with current abatements that are delinquent on taxes may also have the abatement revoked.
- Any person denied tax exemption by the Housing Officer may appeal in writing to the Community Reinvestment Area Housing Council, which shall have the right to overrule any decision of a Housing Officer. Appeals from a decision of the Housing Council may be taken to the Court of Common Pleas.
- It is within the discretion of Springfield Township to repeal the resolution granting tax exemption.