

PROPERTY TAX REBATE PROGRAM

INSTRUCTIONS

Application for participation in the property tax rebate program as authorized by the Neighborhood Revitalization Area Plan, City of Leavenworth, Kansas.

Introduction: The City of Leavenworth has designated Northeast Leavenworth as a Neighborhood Revitalization Area for the purpose of encouraging reinvestment in this distressed area through a tax rebate incentive. Persons making improvements on properties, or constructing new buildings are generally eligible for a rebate of the taxes which normally would be added to the property according to the value added by the improvements. **IF INTERESTED, PLEASE FILL OUT AND FILE THE ATTACHED APPLICATION FORM WITH THE COMMUNITY DEVELOPMENT DEPARTMENT, CITY HALL, 100 N. FIFTH ST., LEAVENWORTH, KANSAS.**

The application has been designed to be as easy to fill out as possible and there are no approvals beyond the initial review which is conducted to assure a completely filled out, eligible application. The only eligibility criteria are: to be inside the neighborhood boundaries, to file a completed application, to attach a building permit and to attach a copy of last year's paid property tax receipt.

The application form:

- 1) Please enter your name, mailing address and day-time phone number on the spaces provided.
- 2) Your Social Security Number, or for businesses, your Federal Employer Identification Number is necessary, but will be held in confidence.
- 3) Please enter the address, legal description and CAMA Number for the specific property involved with the improvements (as listed on your property tax receipt).
- 4) Your improvement plan may involve demolition, rehabilitation, restoration and/or new construction. Your description may be as simple or as detailed as you desire. You may attach additional documents to support your application (site plan, building elevation plan, construction specifications, or additional narrative description beyond the space provided on the application) but such description will NOT be used by staff to evaluate eligibility.
- 5) The estimated cost of improvements will be used to determine if the tax rebate will exceed the \$10 minimum processing fee the county will collect at the time of tax collection and to provide the three participating taxing jurisdictions with a calculation regarding the value of the program. The actual rebate you receive will be based upon the value added to the improvements as calculated by the county appraiser.

- 6) **FOR RENTAL PROPERTIES ONLY:** If improvements are being made to existing rental properties, will the tenant families remain in the unit or will the units be vacated (lawfully) prior to rehabilitation or repair? If the property is owner-occupied, ignore this section.
- 7) You will not be held to your proposed time table, nor will your project be subject to inspection from other than the local building inspection office. As with the estimated cost, this information will be used to determine the impact of the program.
- 8) **PLEASE DO NOT MARK ON PAGE 3.** The city and county staff's will fill-in this page.

HOW THE REBATE WORKS: After you submit the application and the two attachments (building permit and last year's property tax receipt), you may initiate your improvements at any time. When complete, notify the County Appraiser and she will dispatch an appraiser to determine the new value of your property. This will be assigned to the tax roles on January 2 of the next tax year. Taxes are then levied by the school district, city and county governments and tax statements are sent out in November. **YOU MUST PAY THE ENTIRE PROPERTY TAX.** By law, the county treasurer must issue you a rebate check based on the value of the improvements you have added to your property within 30 days. You will receive this rebate for five years. During this time, your property may be reassessed and tax mill levies are subject to change so the percentage of the value of the increase is being used to help further off-set some of these possible increases. At the end of the five year period, you will not receive a rebate and you will be responsible for payment of the taxes as before.

NEIGHBORHOOD REVITALIZATION APPLICATION

1. Name: _____

Address: _____

Phone #: _____

2. SSN or FEIN: _____

3. Address of proposed project:

Legal description (attach if metes and bounds):

CAMA #: _____

4. Existing property description:

Demolition Plan (if proposed):

Proposed improvement description:

5. Estimated cost of improvements: _____

6. Names and status of tenant families or occupants:

7. Initial estimate of time frame for completion:

Attachments:

Most recent paid tax statement
Building permit

NOTE: You must notify the County Appraiser upon completion of the improvements and you must pay your taxes in full in order to receive a rebate of taxable value of the improvements.

I have read the instructions and understand that the rebate will be made if and only after I have paid, in full, the property taxes associated with these improvements.

Dated this _____ day of _____, 20_____.

Property Owner

NEIGHBORHOOD REVITALIZATION APPLICATION

8. TO BE COMPLETED BY CITY STAFF:

Date application received: _____

Eligible target area property: _____ NR (10 yr): _____ Other: _____

Determination of estimated cost of improvements and initial calculation of value added to the appraisal value: _____

Other pertinent facts: _____

I certify that the above information is true and correct to the best of my knowledge.

Jerry Gies, Director
Planning & Community Dev.

9. TO BE COMPLETED BY COUNTY STAFF:

Appraised value prior to the start of improvements, as of January 2, 20__ \$ _____

Date of completion and reappraisal by County Assessor: _____

Amount of new appraisal: _____

Calculation of % of value added by the improvements: _____% (to be used annually)

Calculation of actual rebate (95%) based upon taxes generated by improvements:

Date of receipt of proof of tax payment: _____

Date rebate check sent: _____

County Treasurer

County Appraiser

LEAVENWORTH, KA

STREET MAP

