



**Application for Partial Tax Exemption of
Rehabilitated Multi-Family, Commercial/Industrial
& Hotel/Motel Real Estate**

A \$50.00 non-refundable processing fee must accompany this application (refer to General Information on page 2).

Return to: County of Henrico
Real Estate Assessment Division
PO Box 90775
Henrico VA 23273-0775
Phone: 804-501-4300

Ownership and Property Information

Owner(s) of Real Estate _____
Property Address _____
GPIN _____ VID _____

Property Type and Age of Structure

Property Type (check one) Multi-Family Commercial/Industrial Hotel/Motel
Year structure was built _____

Rehabilitation Information

Square footage of structure prior to rehabilitation _____
Square footage of structure after rehabilitation _____
Building permit number (if available) _____
Provide a summary description of the rehabilitation work to be completed _____

Estimated total rehabilitation cost _____
Projected completion date _____

Certification

I (we) certify the information within this application is accurate to the best of my (our) knowledge, and that the property will be maintained in compliance with all Henrico County codes during the rehabilitation period.

Owner Name (please print) _____
Owner Signature _____ Date _____
Mailing Address _____
Street City State Zip Code
Phone Number _____ Email Address _____

Office Use Only

Control Number _____ Fee Paid Cash / Check / Money Order Date Received _____



General Information for Partial Tax Exemption of Rehabilitated Multi-Family, Commercial/Industrial & Hotel/Motel Real Estate

Chapter 20, Article 2, Division 3, of the Code of Henrico County provides for partial real estate tax exemption for qualifying rehabilitated Multi-Family, Commercial/Industrial, and Hotel/Motel structures. As authorized by state law, the Henrico County Board of Supervisors adopted a tax abatement incentive to improve and maintain the quality of these property classes in the County. The Real Estate Assessment Division (Division) of the Department of Finance is the administering agency of this program. The following is general information:

- ❑ **An application for Partial Tax Exemption of Rehabilitated Real Estate plus a \$50.00 fee should be filed with the Division prior to or simultaneously with making application for a building permit(s) to commence renovation.**
- ❑ The structure for Multi-Family and Commercial/Industrial properties must be at least 26 years old.
- ❑ Upon receipt of an application, a representative from the Division will schedule an inspection of the existing structure to establish a base value for the program.
- ❑ Rehabilitation must increase the base value by no less than 40 percent for Commercial/Industrial structures or 50 percent for Multi-Family structures in order to qualify.
- ❑ Rehabilitation of Multi-Family and Hotel/Motel structures shall not increase the original total square footage by more than 100 percent. Commercial/Industrial structures shall not increase the original total square footage by more than 125 percent if the rehabilitated structure is greater than 20,000 square feet. There is no such limitation for Multi-Family structures 40 years and older, exterior-corridor hotels, and Commercial/Industrial structures 20,000 square feet or less after rehabilitation.
- ❑ All rehabilitation and renovation must be completed three years from the date the structure base value is established. If the rehabilitation has not increased the base value of the structure by at least 40 percent or greater for Commercial/Industrial structures or 50 percent or greater for Multi-Family structures, a new application may be filed prior to the expiration date, and a revised base value established. In no event, however, shall there be more than two additional applications following the initial application on any structure. An exception will be made where a Multi-Family rehabilitation project encompasses at least 50 contiguous acres on which demolition of all structures takes place within one year of the initial application, therefore a total of six additional applications following the initial application may be filed. Under no circumstances shall any new base value be less than the original base value.
- ❑ An owner may, prior to November 1 of any calendar year in which the rehabilitation is underway, submit a written request to the Division to inspect the structure to determine if it qualifies for exemption. When it is determined the rehabilitation has resulted in at least a 40 percent increase for Commercial/Industrial structures or a 50 percent increase for Multi-Family structures in assessed value, the tax exemption shall become effective beginning January 1 of the following year.
- ❑ The owner of property qualifying for partial exemption of real estate taxes due to rehabilitation of a structure shall be issued a credit memorandum for the difference in taxes computed upon the base value and the increased assessed value resulting from the rehabilitation for a seven-year period*. Additional increases in assessed value during subsequent years of the seven-year period* shall not be eligible for partial tax relief. Decreases in assessed value during subsequent years of the seven-year period* may reduce the partial exemption amount.
- ❑ In determining the base value of a structure and whether the rehabilitation results in a 40 percent increase for Commercial/Industrial structures or a 50 percent increase for Multi-Family structures over such base value, the Division shall employ accepted and customary assessment methodology.

*Fifteen-year period for exterior-corridor hotels.