

# How to apply?

- Paperless application
- Forms located here

[www.cookcountyassessor.com/affordable-housing](http://www.cookcountyassessor.com/affordable-housing)



The screenshot displays the website's navigation menu and a dropdown menu. The main navigation bar includes links for THE OFFICE, SHAKMAN & HIRING, NEWS & EVENTS, and CONTACT. A secondary navigation bar contains HOW IT WORKS, EXEMPTIONS, APPEALS, DATA, and SEARCH. The dropdown menu for 'ALL FORMS & TOOLS' is open, listing various categories such as All Forms, Exemption Forms, Divisions, Farms, Flood And Disaster Areas, Incentives/Special Assessments, Affordable Housing (highlighted), Omitted Assessments, Model Home Forms And Informatio, Property Tax Rate Simulator, Interactive Mapping, Real Property Income & Expense (R, Business With The CCAO, and Miscellaneous. The main content area features a large heading 'Affordable Housing Programs' and a sub-heading 'The Assessor's Office manages programs authorized in State law to address the s affordable housing. Eligible properties may apply for both the Affordable Housing Special Assessment'.

# Locating the Application/s

- Click the blue boxes to access each respective application
- All applicants must complete parts 1 and 2 in order to be approved into the program

## Affordable Housing Special Assessment Program

The Affordable Housing Special Assessment Program incentivizes the reha of multi-family residential properties to create and maintain affordable ho assessment reductions for multifamily rental developments subjected to c related restrictions.

If you are the owner of an affordable housing project and seek assessmen program, you must complete the form applications. To receive the special for the 2022 assessment year, eligible applicants must submit parts 1 and **than March 31, 2022.**

Please note, the Rental Information/Tenant Household Income Report For Eligibility has a limit of 25 units. If your project has more than 25 units, ple, and upload it as part of your attachments corresponding to the Required I of the application. For an example of a completed Rental Information/Tena Form, [download here](#).

Eligibility Application  
Part 1

Eligibility Application  
Part 2

# PART 1

- Enter name and email
- You will receive an access code in the inbox for the email address you have provided
- Retrieve the access code and enter to access part 1

## PowerForm Signer Information

Fill in the name and email of the applicant. Applicants will receive a verification email inviting them to sign this document.

Please enter your name and email to begin the signing process.

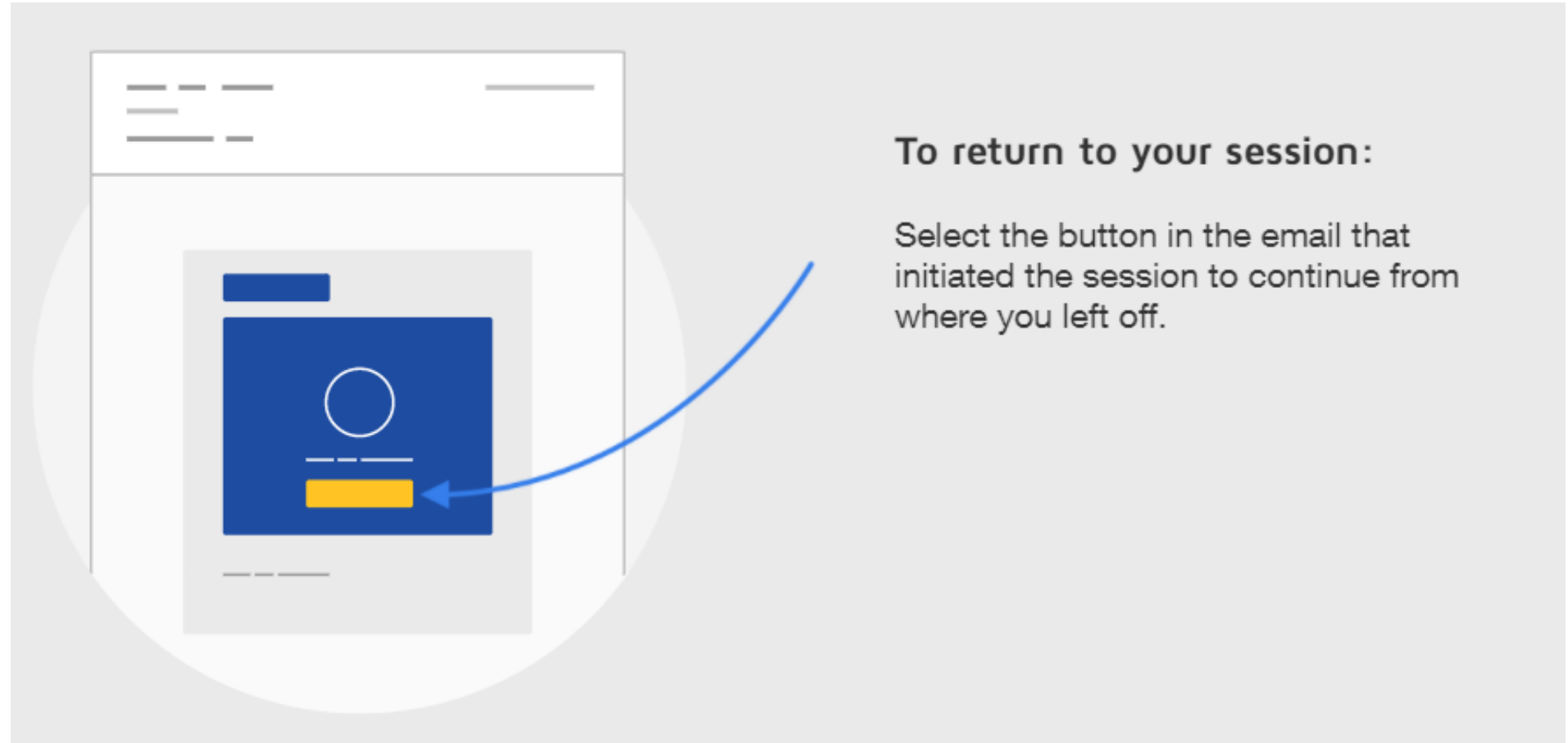
### Affordable Housing Applicant

Your Name: \*

Your Email: \*

# Re-Access an Application

- Can re-access a partially or fully completed application
- Handy for quickly returning you to the form in progress



# Part 1 – Basis for Application

## *Basis for Application (check one)*

- Currently in good standing in Class 9 incentive program and opting to switch to Affordable Housing Special Assessment Program. Please note: if you are currently in good standing in the Class 9 incentive program and wish to opt into one of the new programs outlined here, follow the instructions below.
- Class 9 status revoked after January 1, 2017
- New applicant
  - Building Based Subsidy
  - Tenant Based Subsidy
  - No Subsidy

- New Applicants must click the third box and then choose one of the succeeding three options:
- 1. Building Based Subsidy; 2. Tenant Based; or 3. No Subsidy

# Basic Information section

- Some projects encompass many pins. Upload your list if needed.
- For 8 the answer should be no.

## *Basic Information*

1. Have you filed an application for the LIHTC program with the Cook County Assessor's Office for this Project? 
  - a. If yes, what is your Control Number?
2. Project Name:
3. Property Index Number(s) ("PIN") [upload excel spreadsheet with additional PINs if necessary]:
4. IHDA Project Identification Number (if applicable):
5. City of Chicago Building Identification Number (if applicable):
6. City of Chicago Tax Credit ID (if applicable):
7. City of Chicago Housing Authority ID (if applicable):
8. Does the project have a Class 9 control number? 
  - a. If yes, provide the Control Number for this Project:
  - b. If you answered yes, what year did the project initially enter class 9?



Optional



# Basic Information – Selecting a tier

- Chose one of the three options
- Distinct requirements per option for level of affordability and expenditures

9. Special Assessment Tier requested (check one)

**Fixed Assessed Value Reduction**

At least 15% - 34% affordable units for at least 10 years

I commit that, for a period of at least 10 years that at least 15% but fewer than 35% of the multifamily building's units have rents at or below maximum rents and are occupied by households with household incomes at or below maximum income limits.

At least 35% affordable units for at least 10 years

I commit that, for a period of at least 10 years that at least 35% of the multifamily building's units have rents at or below maximum rents and are occupied by households with household incomes at or below maximum income limits.

**“Low Affordability Community”\* Projects**

At least 20% affordable units set aside for 30 years\*\*

Prior to the newly constructed residential real property or improvements to existing residential real property located in a “low affordability community” being put in service, I

# Applicant Information

- Applicant= Owner

## *Applicant Information*

Name:  Telephone:

Federal Employer Identification Number:

Address:

City:  State:  Zip Code:

Email information:



# Contact Information

- The attachment link (if attachments are needed to list additional beneficiaries/officers/owners) is at the bottom of the page

*\*Note: If title to the property is held or will be held in trust or by a corporation or a partnership, attach additional pages with the names, addresses and telephone numbers of all of the trust beneficiaries, corporate officers and/or general partners.*

**Contact Person** (if different from the Applicant)

Name:  Telephone:

Company:

Address:

City:  State:  Zip Code:

Email information:

# Property Info

- If attachment needed, link is at bottom of page

*Property Description (per Permanent Index Number {PIN})*

**If you are applying for more than three different PINs, please submit the additional PIN information in an attachment.**

Street Address: (1)

Permanent Index Number:

(2)

Permanent Index Number:

(3)

Permanent Index Number:

City:  State:  Zip Code:

Township:

# Basis for Special Assessment

- Applicant must select *new construction* or *rehabilitation*

## *Basis for Special Assessment*

Indicate whether the basis for the Affordable Housing Special Assessment Program is new construction or major rehabilitation.

*Note: If the below information within this section has previously been submitted to the Cook County Assessor's office as part of an approved Class 9 application, the following information is not required to be resubmitted.*

# Rehabilitation

- If the basis for special assessment is rehabilitation, complete this section
- If basis is new construction, skip to Proposed Dates and Projected Costs section

If the basis for the incentive is new construction, skip the next section and proceed directly to the Proposed Dates and Projected Costs.

## *Description of Property Prior to Rehabilitation*

Gross living area of the building in square feet:  s/f

Number of existing dwelling units in building:

Number of occupied dwelling units in building:

If building is vacant, estimate when it became vacant:

If building has uses other than residential, describe such uses and the approximate square footage of each use:

# Proposed Dates and Projected Costs

- Upload any copies of code violation citations for the building and photos pre rehab
- Provide proposed dates and projected costs



Include the following with this Application:

1. Copies of all code-violation citations for the building; and
2. Photographs of the interior and exterior of the building clearly illustrating the areas to be rehabilitated.

## *Proposed Dates and Projected Costs*

Estimated date new construction or rehabilitation will commence:

Estimated date new construction or rehabilitation will be completed:

Proposed number of units upon completion:

Estimated cost of new construction/rehabilitation  
of systems identified in Section VI below:





# Primary Building Systems

- Can include
  - Electrical
  - Heating
  - Plumbing
  - Roofing
  - Exterior Doors/Windows
  - Floors, Walls/Ceilings
  - Exterior Walls
  - Elevators
  - Health and Safety
  - Energy Conservation Improvements

# Additional Documentation

- Upload additional documentation



## *Additional Documentation*

The following additional documentation may also be required if requested by the Assessor's Office:

1. Copy of the loan commitment(s);
2. Copy of specifications, if available, describing the scope of work, including a narrative overview;
3. Current plat of survey;
4. Architectural plans or schematic drawings and blue prints;
5. Documentation of establish rental and or subsidy income produced by the property prior to new construction or rehabilitation; and/or
6. A narrative description of the planned new construction or rehabilitation.
  7. Copy of the deed for the subject property.

# Finalize and Sign

- Go to and complete certification section

- I Property Owner Name certify that the foregoing, and all uploaded documents are true, correct and complete.
- I certify that this proposed project will stay within income and rent limits that qualify for the Affordable Housing Special Assessment Program pursuant 35 ILCS 200/15-178.
- I consent to and authorize the disclosure of the information above to the Cook County Assessor's Office and consent to and authorize its use for verification purposes.



---

Signature of Property Owner  
1/28/2022 | 1:00 PM CST

# Next Step- Complete Required Expenditures

- Must complete new construction or rehab (if necessary- ie not class 9, no expenditure since 2015)
- Must put property in service – i.e. Leased up and occupied

# Complete Part II

Re-enter

- Basic information
- Applicant Information
- Contact Info
- Property Description

## *Basic Information*

1. Have you filed an application for the LIHTC program with the Cook County Assessor's Office for this Project? 
  - a. If yes, what is your Control Number?
2. Project Name:



## *Applicant Information*

Name:  Telephone:   
Federal Employer Identification Number:

## *Contact Person (if different from the Applicant)*

Name:  Telephone:   
Company:   
Address:

## *Property Description (per Permanent Index Number {PIN})*

**If you are applying for more than three different PINs, please upload the additional PIN info an attachment.**

Street Address: (1)

# Description of Property After New Construction or Rehab

- Describe the finished product subsequent to expenditures
- For uses other than residential, attach continuation page/s to the extent you run into a text limit

## *Description of Property After New Construction or Rehabilitation*

Gross area of the building in square feet:  s/f

Gross living area of the building in square feet:  s/f

Number of dwelling units in building:

Number of dwelling units in building designated as Senior Housing:

Number of dwelling units in building designated as Section 8 Housing:

If building has used other than residential, describe such uses and the approximate square footage of each use:



# Post Construction/Rehab Dates and Costs

- List start and end dates for project along with total cost

## *Post Construction / Rehabilitation Dates & Costs*

Actual date new construction or rehabilitation commenced:

Actual date new construction or rehabilitation completed:

Total cost of the dollars spent for new construction/rehabilitation of the project:



# Upload Required Documentation

- Include proof of written notice to tenants of maximum rent levels
- Verify tenant participation in income based subsidy program if any
- Include deed or other evidence of ownership

# Upload Required Documentation cont'd

- A written statement that the affordable units are comparable to the market rate units in terms of unit type, number of bedrooms per unit, quality of exterior appearance, energy efficiency and overall quality of construction
- Documentation from the administering agency verifying the owner's participation in a qualifying income-based rental subsidy program if any
- A written statement identifying the household income for every household occupying an affordable unit and certifying that the household income does not exceed the maximum income limits allowable for the area in which the residential real property is located

# Certification of Tenant Household Income

- Form must be completed for each affordable unit

Address of Building: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Date lease begins: \_\_\_\_\_ Date lease ends: \_\_\_\_\_

List person in household and attach an additional sheet, if necessary.

**Name**

**Source of Income\***

---

---

---

---

---

---

---

---

---

---

# Certification of Tenant Household Income cont'd

- Complete and sign

Total Number of Persons in my household: \_\_\_\_\_

Total Household Income: \$ \_\_\_\_\_

I declare and certify under penalty of perjury that the foregoing is true, correct and complete. I consent to and authorize the disclosure of the information above to the Cook County Assessor's Office and consent to and authorize it use for verification purposes.

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Signature of Owner



# Household Income- what is included


- Income that must be included in your total household income:
  - Wages, salaries, and tips,
  - Net business income,
  - Interest, and Dividends,
  - Social Security income, including lump sum payments,
  - Payments from insurance policies, annuities, pensions, disability benefits and other types of
  - periodic payments,
  - Unemployment and worker's compensation and severance pay,
  - Alimony, child support, and other regular monetary contributions,
  - Public assistance\*

# Household Income- what is not included

- Not included
  - earnings of children under age 18;
  - temporary income such as cash gifts;
  - reimbursement for medical expenses;
  - lump sums from inheritance, insurance payments, settlements for personal or property losses;
  - student financial assistance paid directly to the student or to an educational institution;
  - foster child care payments;
  - receipts from government-funded training programs;
  - assistance from the Supplemental Nutrition Assistance Program (SNAP).

# Rental Information/Tenant Household Income Report Form

- If 25 units or less, complete this form at the end of the part 2 application here



## RENTAL INFORMATION /TENANT HOUSEHOLD INCOME REPORT FORM

**Building:**

**Instructions:** Please fill in green areas of this template to submit a complete inventory of the rentable spaces in the specified building. A Data or text outside the green rows below will not be uploaded into the system, but you may keep notes in that space for your based government

| Unit | Months vacant during prior 12 months* | Vacant on date of submission?* | Affordable / Subsidized* | Garden apartment* | Owner Occupied on date of submission?* | Bedrooms* | Bathrooms* | Square feet (exact or best guess)* |
|------|---------------------------------------|--------------------------------|--------------------------|-------------------|--|-----------|------------|------------------------------------|
|      |                                       | -- select --                   | -- select --             | -- select --      | -- select --                           |           |            |                                    |
|      |                                       | -- select --                   | -- select --             | -- select --      | -- select --                           |           |            |                                    |
|      |                                       | -- select --                   | -- select --             | -- select --      | -- select --                           |           |            |                                    |

# Rental Information/Tenant Household Income Report Form

- If more than 25 units, download and complete the excel version via clicking here

Please note, the Rental Information/Tenant Household Income Report Form included in Part 2 of the Eligibility has a limit of 25 units. If your project has more than 25 units, please [download the excel](#) version and upload it as part of your attachments corresponding to the Required Documentation section in part 2 of the application. For an example of a completed Rental Information/Tenant Household Income Report Form, [download here](#).

Eligibility Application  
Part 1

Eligibility Application  
Part 2

Have you recently applied for the Affordable Housing Special Assessment Program? We appreciate your

# Sample Rental/Income form

- An example of a completed form is on the Affordable Housing program page at the area highlighted below

Please note, the Rental Information/Tenant Household Income Report Form included in Part 2 of the Eligibility has a limit of 25 units. If your project has more than 25 units, please [download the excel](#) version and upload it as part of your attachments corresponding to the Required Documentation section in part 2 of the application. For an example of a completed Rental Information/Tenant Household Income Report Form, [download here](#).

Eligibility Application  
Part 1

Eligibility Application  
Part 2

# Finalize and Sign

- Complete certification section

- I Property Owner Name certify that the foregoing, and all uploaded documents are true, correct and complete.
- I certify that this proposed project will stay within income and rent limits that qualify for the Affordable Housing Special Assessment Program pursuant 35 ILCS 200/15-178.
- I consent to and authorize the disclosure of the information above to the Cook County Assessor's Office and consent to and authorize its use for verification purposes.



---

Signature of Property Owner

1/28/2022 | 1:00 PM CST

# After Submitting parts 1 and 2

- We appreciate your patience as applications are processed.
- Our staff must review your application and documents and verify eligibility.
- When this process is complete, you will receive an email from our office that will indicate whether the application has been accepted ("Completed") or had to be denied ("Declined").
- If your application is denied, you will receive notice of the deficiencies upon which the denial was based. You will then have 30 days from the date of the email notification to provide supplemental information showing compliance with the requirements of this program.



# Annual Certification Requirements

- Once in the program, owners are subject to continuing requirements of the program for the duration of the reduction in assessed value received and may be annually or periodically verified by the Assessor
- Annual Submittal Form will be released on or before January 1<sup>st</sup>, 2023

# Renewals and Term Limits for 15% & 35%

- Owners can apply/renew through December 31, 2027
- 10 year term of program with option to renew prior to the expiration of each term
- Limit of three ten year terms
- Time in class 9 counts against remaining years of eligibility (schedule of renewals will be the same)

# Term Limit for LAC

- Owners can apply through December 31, 2027
- One 30 year term of program
- Cannot renew (unlike the 15% and 35% tiers)

# Questions?

If you have comments, questions, or concerns about your application, please send a detailed email

to [assessor.affordablehousing@cookcountyil.gov](mailto:assessor.affordablehousing@cookcountyil.gov), and include the Project Name and 14 digit PIN(s) associated with your application.



**Office of the Cook County Assessor  
Fritz Kaegi**

118 N. Clark Street, 3<sup>rd</sup> Floor

Chicago, Illinois 60602

Phone: 312-443-7550

**[www.CookCountyAssessor.com](http://www.CookCountyAssessor.com)**

Facebook: [/CookCountyAssessorsOffice](https://www.facebook.com/CookCountyAssessorsOffice)

Twitter: [@AssessorCook](https://twitter.com/AssessorCook)