



Affordable Housing Special Assessment Program

How to Apply
(for current and recent Class 9 participants)

February 15, 2022

Webinar 1 of a series



Upcoming Webinars

Day and Time	Audience
Tuesday, 2/15	Current and Recent Class 9 Properties
Tuesday, 2/22	In-Service Affordable Properties
Tuesday, 3/1	Prospective Affordable Housing
Tuesday, 3/8	Low Affordability Communities

AFFORDABLE HOUSING SPECIAL ASSESSMENT PROGRAM *for Class 9 Applicants*

AGENDA

- What is the Affordable Housing Special Assessment Program?
- How to apply on the basis of Class 9 status

What is the Affordable Housing Special Assessment Program

- Created by state statute, the Affordable Housing Special Assessment Program provides property tax relief to incentivize the creation, rehabilitation, and maintenance of affordable housing units in Cook County. Property owners who apply timely can receive yearly reductions in assessed value beginning with the 2022 assessment year.
- Similar to Class 9 Program but more expansive
- Every applicant must prove same elements of application, but current/recent Class 9 participants may rely on prior submissions
- Alternatively, may opt to apply as new applicant

Locating the Application/s

- Paperless application
- Forms located here

www.cookcountyassessor.com/affordable-housing



The screenshot displays the website of the Cook County Assessor's Office. The top navigation bar includes links for THE OFFICE, SHAKMAN & HIRING, NEWS & EVENTS, and CONTACT. Below this, a secondary navigation bar features links for HOW IT WORKS, EXEMPTIONS, APPEALS, DATA, and SEARCH. The 'ALL FORMS & TOOLS' link is highlighted in orange, and its dropdown menu is open, listing various resources. The 'Affordable Housing' option is highlighted in yellow. The main content area features a large heading 'Affordable Housing Programs' and a brief description of the programs.

THE OFFICE ▾ SHAKMAN & HIRING ▾ NEWS & EVENTS ▾ CONTACT ▾

HOW IT WORKS ▾ EXEMPTIONS ▾ APPEALS ▾ DATA ▾ SEARCH ▾ ALL FORMS & TOOLS ▾

All Forms
Exemption Forms
Divisions
Farms
Flood And Disaster Areas
Incentives/Special Assessments
Affordable Housing
Omitted Assessments
Model Home Forms And Informatic
Property Tax Rate Simulator
Interactive Mapping
Real Property Income & Expense (R
Business With The CCAO
Miscellaneous
Special Assessment

Affordable Housing Programs

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.

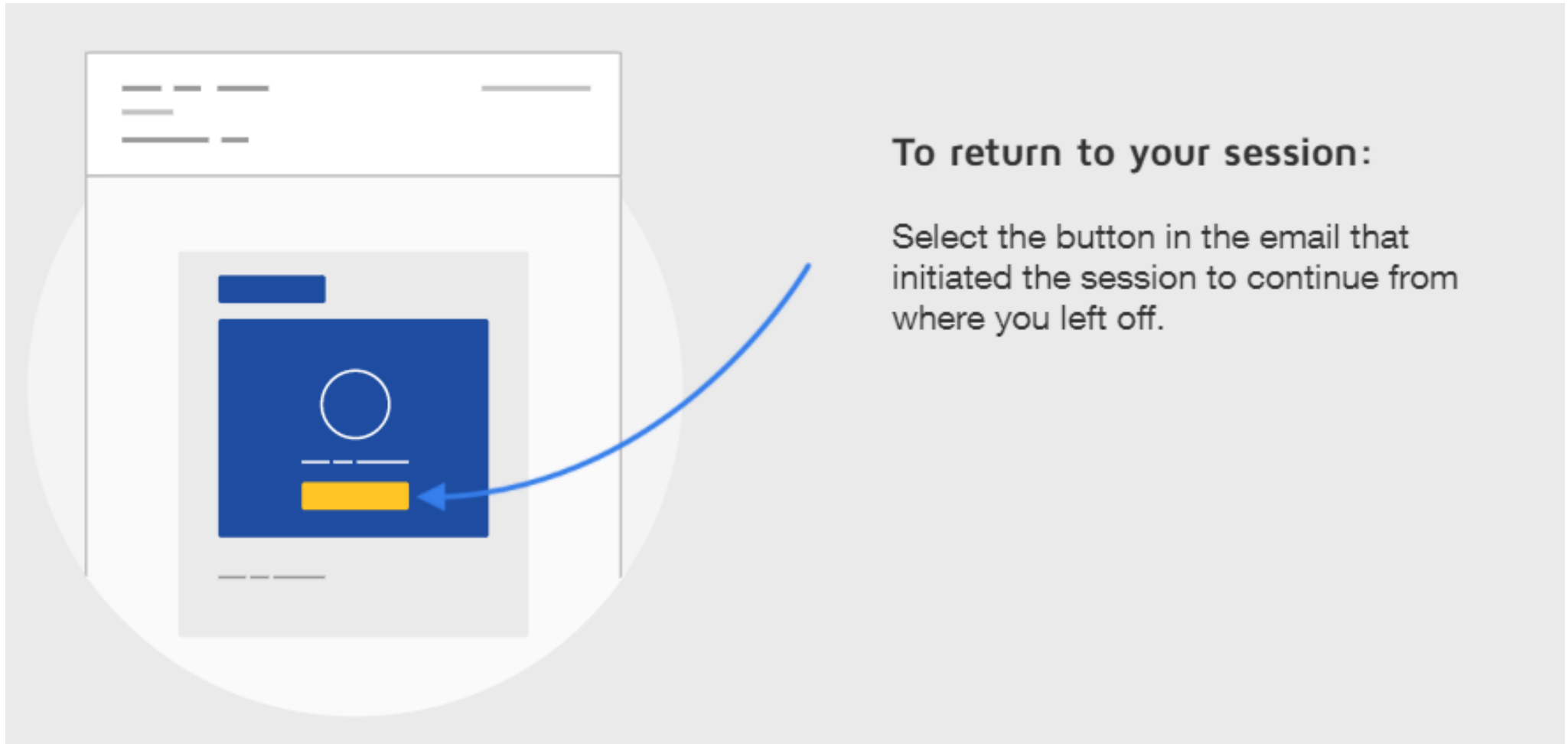
Affordable Housing Applicant

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 (in good standing)

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

- Owners applying on basis of Class 9 status must click the first box if Class 9 status is current and in good standing

Part 1 – Basis for Application (revoked)

Basis for Application (check one)

Required - Select 1 field

☐ 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.

☒ Required - revoked
Revoked after January 1, 2017

☐ New applicant

- ☐ Building Based Subsidy
- ☐ Tenant Based Subsidy
- ☐ No Subsidy

- Owners applying on basis of Class 9 status must click the second box if Class 9 status was revoked after Jan 1, 2017

Basic Information section

- Some projects encompass many pins. Upload your list if needed.
- For 8 the answer should be yes.

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?



Basic Information cont'd

- Low Affordability Community Projects is not an option unless applying as a new applicant.

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 Information

Name: Telephone:

Federal Employer Identification Number:

Address:

City: State: Zip Code:

Email information:

- Applicant= owner

Contact Information

***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:

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

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)	<input type="text"/>	
		Permanent Index Number: <input type="text"/>	
	(2)	<input type="text"/>	
		Permanent Index Number: <input type="text"/>	
	(3)	<input type="text"/>	
		Permanent Index Number: <input type="text"/>	
City:	<input type="text"/>	State: <input type="text"/>	Zip Code: <input type="text"/>
Township:	<input type="text"/>		

Basis for Special Assessment

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.

- The note modifies the succeeding section, not the drop down
- Applicant must select *new construction* or *rehabilitation*

Finalize and Sign

- Skip 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 Part II



Part II cont'd

- 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:

Property Description (per Permanent Index Number {PIN})

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

Street Address: (1)

Basis for Special Assessment

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.

- Applicant must select *new construction* or *rehabilitation*
- You will not have to resubmit new information but you must make a selection from the pull down

Part II cont'd

- You are halfway there!
- Two items left to submit:
 1. Tenant Certification of Household Income
 2. Rental Information/Tenant Household Income Report Form
- Why do we ask for this info?
 - To ensure continuing compliance!
 - As part of Class 9 you would have submitted this information for prior years but not for 2022

Certification of Tenant Household Income

- Find the form via the link at the bottom of Part II application
- Click the link in blue

[Affordable Housing Supplemental Documents.docx](#)

This supplement is for your information.

FINISH

Certification of Tenant Household Income cont'd

- This document will pop up
- Download the document by clicking here

ental Documents.docx (P...



**COOK COUNTY ASSESSOR'S OFFICE
APPLICATION FOR AFFORDABLE HOUSING SPECIAL
ASSESSMENT PROGRAM PART II**

**AFFORDABLE HOUSING SPECIAL ASSESSMENT PROGRAM CERTIFICATION OF
TENANT HOUSEHOLD INCOME**

Your apartment is a unit under the Cook County Assessor's Office Affordable Housing Special Assessment Program. Affordable units must be occupied by households whose incomes are within the limits set by the

Certification of Tenant Household Income cont'd

- Form must be completed for each 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

- Each form must be signed by Tenant and Owner

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).

Certification of Tenant Household Income

- Once completed, upload the completed forms via clicking the attachment icon here

I. REQUIRED DOCUMENTATION




The documents referenced below do not need to be included with the application; however, they do need to be available for inspection.

Please submit the following:

1. If the basis for the application is rehabilitation, the applicant must submit proof of rehabilitation cost including copies of building permits and contractor's sworn affidavit notarized.
2. Documentation from appropriate municipal agency that the property is in compliance

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 you 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

Rental Information/Tenant Household Income Report Form

- If you used the excel version of the form, once completed, upload the completed form via clicking the attachment icon here

I. REQUIRED DOCUMENTATION



The documents referenced below do not need to be included with the application; however, they do need to be available for inspection.

Please submit the following:

1. If the basis for the application is rehabilitation, the applicant must submit proof of rehabilitation cost including copies of building permits and contractor's sworn affidavit notarized.
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Finalize and Sign

- Complete the certification section

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I Property Owner Name, certify that the foregoing, and all uploaded documents are true, correct and complete.

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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 Submittal 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 Renewal Form will be released on or before January 1st, 2023

Renewals and Term Limits

- 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 terms (schedule of renewals will be the same)

QUESTIONS?

If you have comments, questions, or concerns about your application, please send a detailed email to assessor.affordablehousing@cookcountyil.gov, and include the Project Name and 14 digit PIN(s) associated with your application.

