



## CLASS 9 APPLICATION CHECK LIST

- Reviewed: 1.) *Class 9 Eligibility Bulletin*; 2.) *Class 9 Eligibility Application Part I*; and 3.) *Class 9 Eligibility Application Part II*.
- Prior to new construction or rehabilitation, filed *Class 9 Eligibility Application Part I* with Cook County Assessor, Development Incentives Department. (Retained file stamped copy for proof of filing.)
- Assessor's Office issued Class 9 control number and written confirmation of receipt of application.
- Obtained all required government permits for new construction / rehabilitation.
- Commenced new construction / rehabilitation activities.
- Completed new construction / rehabilitation activities
- Obtained verification of code compliance from applicable governmental agency. (e.g. Certificate of Occupancy / Certificate of Inspection)
- Filed ***Incentive Appeal Form*** with Assessor's Office, Development Incentives Department, requesting a Class Change.
- Filed *Class 9 Eligibility Application Part II* with Cook County Assessor, Development Incentives Department, with the following:
  - Submitted proof of rehabilitation costs for the components or systems identified in *Class 9 Eligibility Application Part II*, including copies of building permits, a notarized contractor's sworn affidavit. (Rehabilitation only)
  - Submitted photographs of the interior and exterior of the building after new construction / rehabilitation completed.
  - Submitted verification of code compliance from applicable government agency. (e.g. Certificate of Occupancy / Certificate of Inspection)
  - Retained a *Class 9 Certification of Tenant Household Income* for every Class 9 unit.
  - Submitted *Class 9 Rental Information / Tenant Household Income Report Form*. **(Notarized)**
  - Submitted example of written notice to Class 9 tenants of maximum rents under Class 9.
  - Submitted HUD confirmation of participation in Section 8 program. (Only if applicant is designating section 8 unit or tenant to meet affordable rent criteria of Class 9)
  - Submitted affidavit to confirm compliance with the COOK COUNTY LIVING WAGE ORDINANCE, as amended.
  - Signed and notarized stipulation (Section IX ) in *Class 9 Eligibility Application Part II*