



TAX EXEMPTION ON MULTI-FAMILY UNITS CHECKLIST

TAX EXEMPTION ON MULTI-FAMILY UNITS INFORMATION

SUBMISSION REQUIREMENTS

The following information will need to be gathered before making an application for a tax exemption on multi-family units:

Does the project qualify

- The proposed project is required to have 4 or more units
- The project is required to meet the requirements of RCW 84.14.033, see full section of RCW below.
- The project is required to be located within the City of Olympia tax exemption area, see map below.

Applicant Information

- Name and contact information (phone, address, and email)

Site Information of all parcels involved

- Site addresses
- Tax Parcel Numbers
- Legal description

Unit information

- New or rehabilitation of existing units.
- Number of new units
- Number of units empty and occupied
- Number of sleeping rooms
- Average square footage of units
- Total square footage of building
- Estimated development cost per unit

The following documents are required to be uploaded **after** the application has been submitted on the portal in order to be considered complete:

1. ***Site***
2. ***Estimate for first year rents or sales price per unit***

ANY AND ALL SUBMITTAL DOCUMENTS MUST MEET THE PDF SUBMISSION REQUIREMENTS (SEE HANDOUT FOR MORE INFORMATION) <https://ci-olympia-wa.smartgovcommunity.com/Public/DocumentsView> - Helpful Documents - PDF Document Submission Standards.



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RCW 84.14.030

Application—Requirements.

An owner of property making application under this chapter must meet the following requirements:

- (1) The new or rehabilitated multiple-unit housing must be located in a residential targeted area as designated by the city or county;
- (2) The multiple-unit housing must meet guidelines as adopted by the governing authority that may include height, density, public benefit features, number and size of proposed development, parking, income limits for occupancy, limits on rents or sale prices, and other adopted requirements indicated necessary by the city or county. The required amenities should be relative to the size of the project and tax benefit to be obtained;
- (3) The new, converted, or rehabilitated multiple-unit housing must provide for a minimum of fifty percent of the space for permanent residential occupancy. In the case of existing occupied multifamily development, the multifamily housing must also provide for a minimum of four additional multifamily units. Existing multifamily vacant housing that has been vacant for twelve months or more does not have to provide additional multifamily units;
- (4) New construction multifamily housing and rehabilitation improvements must be completed within three years from the date of approval of the application;
- (5) Property proposed to be rehabilitated must fail to comply with one or more standards of the applicable state or local building or housing codes on or after July 23, 1995. If the property proposed to be rehabilitated is not vacant, an applicant must provide each existing tenant housing of comparable size, quality, and price and a reasonable opportunity to relocate; and
- (6) The applicant must enter into a contract with the city or county approved by the governing authority, or an administrative official or commission authorized by the governing authority, under which the applicant has agreed to the implementation of the development on terms and conditions satisfactory to the governing authority.

[**2012 c 194 § 3; 2007 c 430 § 5; 2005 c 80 § 1; 1997 c 429 § 42; 1995 c 375 § 6.**]



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