

## St. Louis Park affordable housing incentive program application

Completing this application does not automatically qualify your property for 4d (LIRC) status in Minnesota. The application must be filled out completely; incomplete information may result in delaying or rejecting the application.

**Applications must be submitted to the city by Feb. 26, 2019.**

### Owner information

Ownership entity name or name of property owner (first, middle, last)\*:

\_\_\_\_\_

Owner's mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: Minnesota ZIP code: \_\_\_\_\_

*\*Ownership entity name should match the property tax statement.*

### Eligible property information

Name of eligible property: \_\_\_\_\_

Primary street address: \_\_\_\_\_

City: \_\_\_\_\_ State: Minnesota ZIP code: \_\_\_\_\_

Primary contact for the property (first, middle, last): \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Alternative phone: \_\_\_\_\_

Email: \_\_\_\_\_

### County parcel ID numbers (PINs)

List the county parcel ID numbers (PINs) and parcel addresses that identify the primary address above. If there are more than two PINs, list any additional PINs and addresses on a separate sheet and attach it to this application. The PINs must be classified as "apartment" to be eligible for 4d/LIRC tax status.

The PINS and parcel address should be entered as shown on your property tax statement.

PINS number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: Minnesota ZIP code: \_\_\_\_\_

PINS number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: Minnesota ZIP code: \_\_\_\_\_

Look up your PIN: <https://www.hennepin.us/residents/property/property-information-search>

### Qualification type

I certify that this property is eligible for LIRC under the following category.

Enter the number of units qualified on the right.

Category	Number of units
The units are subject to 60 percent or less area medium income (AMI) rent and income restrictions, as specified in statute, under the terms of financing provided to the rental housing property by the federal government, that state of Minnesota, or a local unit of government, as evidenced by a document recorded against the property.	1.

### Units

- Qualified units – units indicated in line 1 above 2. \_\_\_\_\_
- Total of all rental units in the property: 3. \_\_\_\_\_
- Qualifying percentage (divide line 2 by line 3, round to the nearest whole number): 4. \_\_\_\_\_
- Total annual, non-refundable fee (multiply line 2 by \$10 and enter results): 5. \_\_\_\_\_

### Qualifications for 4d (LIRC) status

Selected applicants will qualify for 4d status in Minnesota by:

1. Signing a participation agreement with the City of St. Louis Park
2. Recording a 10-year affordability declaration against the property effective late March 2019 and expiring late March 2029.

I agree to:

- Sign a participation agreement and record a declaration against my property in accordance with the program guidelines.
- Authorize the City of St. Louis Park to submit the recorded declaration to Minnesota Housing with your LIRC application.

**Note:** You must include a rent roll for your property in order to complete your application. The rent roll should show the current rents for the designated affordable units.

### Certification

I certify that all the information provided is true and correct, that I am duly authorized to sign, that the property meets the requirement(s) to receive LIRC tax reduction and is in compliance with all applicable requirements of the low-income housing program that qualifies the property for LIRC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submittal instructions

Before submitting the application, make or save a copy for your records.

Applications can be submitted by:

1. Email to [mschnitker@stlouispark.org](mailto:mschnitker@stlouispark.org)
2. Mail to:

City of St. Louis Park  
Attn: Michele Schnitker  
5005 Minnetonka Blvd.  
St. Louis Park, MN 55416

City staff will contact the owner upon receipt of the application to review the application and process the participation agreement, declaration and Minnesota Housing Low Income Rental Classification (LIRC) application.

## Contact

Michele Schnitker  
Housing Supervisor  
[mschnitker@stlouispark.org](mailto:mschnitker@stlouispark.org)  
952.924.2571

## Additional information

For more information about the St. Louis Park 4d Affordable Housing Incentive Program, visit the city's website at: [www.stlouispark.org](http://www.stlouispark.org).

Information about Minnesota's Low Income Rental Classification (LIRC) program can be found at: <http://www.mnhousing.gov>.