



For Assessor's Office use only:  
CONTROL NUMBER: \_\_\_\_\_

**AFFORDABLE HOUSING SPECIAL ASSESSMENT PROGRAM  
ELIGIBILITY APPLICATION  
PART 1**

This application is comprised of two (2) parts and applicable filing fees. Part I is filed prior to the commencement of new construction or rehabilitation. Upon receipt of Part I the Assessor's Office will issue a letter of acknowledgment containing a Control Number for the project. Please note that if the proposed project involves multiple buildings, you must provide a separate Eligibility Application (Part I and Part II) for each proposed project.

***Once the new construction or rehabilitation is completed, please submit Part II of the Application.*** For assistance in preparing this Application, an applicant may contact the Assessor's Office, at 312-603-6914 or 312-603-4137.

***Basis for Application (check one)***

PROCESSING

- 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

***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? \_\_\_\_\_

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 commit that, for a period of 30 years after the newly constructed residential real property or improvements to existing residential real property are put in service, at least 20% of the multifamily building's units will have rents, as defined in 35 ILCS 200/15-178 of the Property Tax Code, that are at or below maximum rents and are occupied by households with household incomes at or below maximum income limits.

\* "Low Affordability Community" means any (1) municipality "with less than 1 million inhabitants" where less than 40% of the housing stock is affordable (per IHDA), (2) Downtown ("D") Zone in Chicago, or (3) any "jurisdiction" in a municipality with 1+ million inhabitants designated as a low affordability community by ordinance. 35 ILCS 200/15-178(e).

\*\* To receive the reduced valuation for the Low Affordability Community program for 30 years, "the owner must provide evidence to the county assessor's office of a fully executed project labor agreement entered into with the applicable local building trades council, prior to commencement of any and all construction, building, renovation, demolition, or any material change to the structure or land." 35 ILCS 200/15-178(f)(1.1).

***Applicant Information***

Name: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

**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**

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.



***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.

PROCESSING

- 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.

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Signature of Property Owner

**Certificate Of Completion**

Envelope Id: 766FD233C35B45EC9AE5FC0AB3D63307	Status: Sent
Subject: Please DocuSign: Affordable Housing Program application part 1	
Source Envelope:	
Document Pages: 5	Signatures: 0
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	nathan bernacchi
Time Zone: (UTC-06:00) Central Time (US & Canada)	118 N Clark St
	3rd Floor
	Chicago, IL 60602
	nathan.bernacchi@cookcountyil.gov
	IP Address: 76.242.59.79

**Record Tracking**

Status: Original	Holder: nathan bernacchi	Location: DocuSign
1/26/2022 4:46:33 PM	nathan.bernacchi@cookcountyil.gov	

**Signer Events**

Signature	Timestamp
Bob Palmer	Sent: 1/26/2022 4:46:35 PM
bob@housingactionil.org	Viewed: 1/26/2022 4:47:29 PM

Security Level: Email, Account Authentication (Optional)

**Electronic Record and Signature Disclosure:**  
 Accepted: 1/26/2022 4:47:29 PM  
 ID: 20472a13-b7f1-46c2-841c-38b7d4ee790c

PROCESSING

Affordable Housing

Signing Group: Affordable Housing  
 Security Level: Email, Account Authentication (Optional)

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/26/2022 4:46:35 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Cook County Assessor (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Cook County Assessor:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

PROCESSING

### **To advise Cook County Assessor of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [assessor@cookcountyassessor.com](mailto:assessor@cookcountyassessor.com) and in the body of such request you must state: your previous email address, your new email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Cook County Assessor**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [assessor@cookcountyassessor.com](mailto:assessor@cookcountyassessor.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number.

### **To withdraw your consent with Cook County Assessor**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;



ii. send us an email to and in the body of such request you must state your email, full name, mailing address, and telephone number. . .

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Cook County Assessor as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Cook County Assessor during the course of your relationship with Cook County Assessor.