



# **ECONOMIC DEVELOPMENT VACANT PROPERTY PAYROLL TAX REIMBURSEMENT APPLICATION**

Property owners who rehabilitate a vacant property for commercial use are eligible to apply for a reimbursement of a portion of the City's payroll taxes generated by a business locating in the redeveloped building.

**Goal:** To spur investment in vacant and dilapidated properties

**How It Works:** Reimbursement of a portion of city payroll taxes generated by employees locating in a newly-rehabbed, previously vacant property.

50% of the City's payroll tax from employees who will be located in the property is paid annually to the property owner for 5 years. If the business is an existing Covington business, they must be relocating in order to expand their space by 50% and the incentive will only be given for the new jobs created upon moving to the new space.

**Eligibility:** Property owners who rehabilitate a vacant property for commercial use. The building must be significantly vacant for 36 months prior to application and documented to be at least 50 years old.

**Approval:** The benefits under this program are not automatic. The application must be approved by the City's Loan Committee, the City Manager, and the Board of Commissioners.

**Effective Date:** The 5 year incentive period shall begin no later than three months from the issuance of the Certificate of Occupancy for the approved occupant. This shall occur within three years from the date of application.

**Annual Reporting:** If approved, the property owner must request the tax reimbursement payment annually by submitting this form by April 15 for reimbursement of the previous calendar year's payroll tax. Late submission will void the reimbursement for the year requested. All information submitted will be verified with the City's Finance Department.

**Questions?** Contact Geoff Milz, Economic Development Manger at 859-292-2186 or [gmlz@covingtonky.gov](mailto:gmlz@covingtonky.gov).

**1. Applicant Information**

Name of Property Owner: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Contact Person & Mailing Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**2. Property Information**

Date Acquired: \_\_\_\_\_ Total Building Size: \_\_\_\_\_ sq. ft.

Has the building been vacant for the past 36 months?  Yes  No  Partially

Total Area Vacant: \_\_\_\_\_ sq. ft. Total Area Occupied: \_\_\_\_\_ sq. ft.

Total Renovation Cost: \$\_\_\_\_\_ Expected Occupancy Date: \_\_\_\_\_

If partially occupied, complete the following:

Unit Number/Address: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

Size of Unit: \_\_\_\_\_ sq. ft. Residential  Commercial  Current # of Employees: \_\_\_\_\_

**3. Job Creation Information**

Please complete the following for each new commercial tenant:

Unit Number/Address: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

Tenant/Business Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Existing Employees: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Number of New Employees: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Average Annual Employee Salary: \$\_\_\_\_\_

Is this company new to Covington or existing? \_\_\_\_\_

If existing, will this company be expanding into a space at least 50% greater in area than their current space (not including common areas)? Yes  No

Will new jobs be created as a result of this move? Yes  No

If yes, how many? \_\_\_\_\_ Over how long of a period? \_\_\_\_\_

**4. Certification**

I certify that this information is true and correct to the best of my knowledge.

ATTEST: \_\_\_\_\_

Signature of Owner/Authorized Representative

\_\_\_\_\_ Date

Title: \_\_\_\_\_

