

CITY OF NEW ORLEANS
Restoration Tax Abatement Program
Checklist of Required Documents for Local Submission

(Transfer Application)

RTA #: _____
Address: _____

In order to process your application for review, the Mayor's Office of Economic Development must receive the following items:

- 1. **Affidavit**: An affidavit as to whether the principals in the project would have purchased the property without the tax benefit of Act 445 of 1983.

- 2. **Property Owners**: A listing of all new owners of the property.

- 3. **Tax Status**: Request copy of tax invoice for the year prior to project commencement from the Bureau of Treasury. If property taxes are currently delinquent, please explain.

- 4. **Eligibility Status**: Pursuant to New Orleans City Council RTA Guidelines Resolution R-09-125 and R-11-517, RTA contract transfer requests received by the Mayor's Office of Economic Development prior to March 19, 2009, are eligible for transfer during the initial term of the RTA. However, RTA contract transfer requests for which the application was received by the Mayor's Office of Economic Development after May 21, 2009, are not transferable, with the exception of hotel and motel projects where the "property management company remains unchanged" or "property owners that held reasonable beliefs that they were participants in the RTA program in that these owners were given assurances of their property's coverage by an RTA and property tax rolls, in fact, reflected an RTA," but failed to complete all required paperwork.

For hotel/motel projects, please provide documentation to support your eligibility for tax abatement transfer.

For property owners who received a non-contractual RTA transfer, please provide an affidavit swearing to a good-faith belief that said RTA was granted by a prior assessor, and proof that the abatement was, in fact, given for the initial five years.

- 5. **For Transfer Applicants Implementing Continued Improvements, provide description of continued restoration**: Describe in detail the nature and extent of continued improvements to the property for which the tax abatement transfer is requested (i.e. blighted, gutted, etc.). In addition, provide an itemized breakdown of all improvements; including their respective costs. Improvement values should reflect ONLY materials, machinery/equipment, and labor/engineering (no soft costs).

- 6. **For Transfer Applicants Implementing Continued Improvements, Building Permit Job Value Verification**: Provide copies of any and all permits associated with the proposed scope of work, including total job value amount reported to Safety and Permits. Project Job Value is the total value of all construction work for which the permit is issued (including labor, materials, equipment, overhead and profit), as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent equipment