



KIVA # HPDA _____

Permit Name: _____

Property Address: _____

Historic Property/District: _____

CHECKLIST FOR REQUEST FOR CERTIFICATION OF ECONOMIC HARDSHIP APPLICATIONS

Documents submitted for Requests for Certification of Economic Hardship become the property of the city of Phoenix Historic Preservation Office and are subject to public record requests. Please be certain that you have a copy of them prior to submission. *Historic Preservation Office staff basis may require additional information beyond what is listed below on a case-by-case.*

Required for All Properties

Need

1. ☐ Completed application form
2. ☐ Photos documenting the condition of the building(s) in question, both inside and outside
3. ☐ The date purchased and the amount paid for the property when purchased
4. ☐ The name of the party from whom purchased, including a description of the relationship, if any, between the owner and the person from whom the property was purchased
5. ☐ Information on the property condition when purchased, including any photos from time of purchase
6. ☐ The assessed value of the land and improvements thereon according to the two most recent assessments
7. ☐ Real estate taxes for the previous two years
8. ☐ An itemized statement showing the annual costs of all insurance on the property, and any insurance statements indicating an unwillingness to insure property in part or whole
9. ☐ Professional report(s) substantiating the condition, e.g., a sealed assessment by a registered professional engineer or licensed architect
10. ☐ A termite inspection/treatment report, if termite damage is being used as part of the justification for the demolition
11. ☐ A mold inspection/treatment report, if applicable, if mold is being used as part of the justification for the demolition
12. ☐ At least one itemized cost estimate by a licensed contractor detailing the work required and costs for rehabilitating the existing structure(s) to return it to original condition (including any needed termite and mold treatments). Note: this itemized estimate helps to establish what work needs to be completed to restore the property to productive use and what, if any, historic fabric would be lost in the rehabilitation
13. ☐ At least one itemized cost estimate by a licensed contractor detailing the work required and costs for replacing it with new construction (where applicable). This should be for a similarly sized building.
14. ☐ The extent to which financial incentives have been pursued to rehabilitate the structure(s) such as city rehabilitation grants, state property tax reduction, and other available state and federal grants and tax incentives.

Required for All Properties except Garages and Other Small-scale Accessory Buildings

Need

15. ☐ All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing, or ownership of the property
16. ☐ Annual debt service for mortgages and other financing secured by the property, if any, for the previous two years
17. ☐ Any listing of the property for sale or rent, price asked, and offers received within the last two years
18. ☐ Any consideration by the owner as to profitable adaptive uses for the property
19. ☐ An estimate of fair market value of property as is and after rehabilitation based on the last six months sales data for area
20. ☐ A statement of potential return on investment based on existing or new uses, including costs of rehabilitation and supplementary new construction and using fair market value for the property, a "reasonable" rate of return on investment, and prevailing rehabilitation and rental rates in the area

Additional Information Required for Income-Producing Properties

21. ☐ Annual gross income (including itemized rental income by unit) and net income (income after expenses) of the property for the previous two years
22. ☐ Itemized operating (e.g., utility costs), maintenance (e.g., weed and trash removal, painting) and other related property management expenses for the previous two years
23. ☐ Whether or not the property was occupied when purchased, and any known income from the property at the time it was purchased or immediately prior to purchase
24. ☐ For vacant, semi-vacant and under-utilized buildings, owner is required to include all of the following
- A. ☐ Any supplementary new construction necessary to accommodate existing and potential new uses allowable under existing zoning, e.g., potential conversion of house to professional office in areas with R-5 HP zoning
- B. ☐ Fair market value for potential reuses of the property based on last six months' sales data for area
25. ☐ Prevailing rental rates in the area for similar uses
26. ☐ Anticipated income from the property after demolition of the structure(s) and completion of any new construction
27. ☐ For vacant, semi-vacant and under-utilized buildings, or buildings in need of rehabilitation, owner is required to submit a statement of potential return on investment based on existing or new uses, including costs of rehabilitation, and supplementary new construction, and using fair market value for the property, a reasonable rate of return on investment, and prevailing rehabilitation and rental rates in the area

Additional Information

28. ☐ _____
29. ☐ _____
30. ☐ _____

Contact staff below for questions regarding the Administrative Log-In Review Screening.

Staff Signature: _____ Print Name: _____

Phone: _____ E-mail: _____ Date: _____