CLASS 9
APPLICATION CHECK LIST

- Reviewed: 1.) Class 9 Eligibility Bulletin; 2.) Class 9 Eligibility Application Part I; and 3.) Class 9 Eligibility Application Part II.

- Prior to new construction or rehabilitation, filed Class 9 Eligibility Application Part I with Cook County Assessor, Development Incentives Department. (Retained file stamped copy for proof of filing.)

- Assessor’s Office issued Class 9 control number and written confirmation of receipt of application.

- Obtained all required government permits for new construction / rehabilitation.

- Commenced new construction / rehabilitation activities.

- Completed new construction / rehabilitation activities.

- Obtained verification of code compliance from applicable governmental agency. (e.g. Certificate of Occupancy / Certificate of Inspection)

- Filed Incentive Appeal Form with Assessor’s Office, Development Incentives Department, requesting a Class Change.

- Filed Class 9 Eligibility Application Part II with Cook County Assessor, Development Incentives Department, with the following:
  - Submitted proof of rehabilitation costs for the components or systems identified in Class 9 Eligibility Application Part II, including copies of building permits, a notarized contractor’s sworn affidavit. (Rehabilitation only)
  - Submitted photographs of the interior and exterior of the building after new construction / rehabilitation completed.
  - Submitted verification of code compliance from applicable government agency. (e.g. Certificate of Occupancy / Certificate of Inspection)
  - Retained a Class 9 Certification of Tenant Household Income for every Class 9 unit.
  - Submitted Class 9 Rental Information / Tenant Household Income Report Form. (Notarized)
  - Submitted example of written notice to Class 9 tenants of maximum rents under Class 9.
  - Submitted HUD confirmation of participation in Section 8 program. (Only if applicant is designating section 8 unit or tenant to meet affordable rent criteria of Class 9)
  - Submitted affidavit to confirm compliance with the COOK COUNTY LIVING WAGE ORDINANCE, as amended.
  - Signed and notarized stipulation (Section IX) in Class 9 Eligibility Application Part II

12-4-18