

# Site Rehabilitation Voluntary Cleanup Tax Credit Completeness Checklist

Application #: \_\_\_\_\_ Brownfields or Facility ID#: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Site Type (Circle one): **DSCP**    **DCRPO**    **Brownfield**

Type(s) of tax credits requested (Circle all that apply):

**Annual Site Rehabilitation**    **SRCO**    **Affordable Housing**    **Health Care**

- |  | <b>(Circle One)</b>                    |
|--|--|
| 1. Was the application deadline met (by January 31 of the year following the year in which the costs being claimed were incurred?)   | YES NO N/A                             |
| 2. If DSCP site, is there a copy of the deductible letter and proof of payment?  | YES NO N/A                             |
| 3. If DSCP site, is the amount received the same amount as on the cover letter?  | YES NO N/A                             |
| 4. If DC-RPO site type, is the RPO affidavit signed and notarized (page 3)?  | YES NO N/A                             |
| 5. Is the required supporting documentation included (i.e., contracts, invoices, etc.)?  | YES NO N/A                             |
| 6. Is all information certified by the technical professional (page 9)?  | YES NO N/A                             |
| 7. Is all information certified by the CPA (page 10)?  | YES NO N/A                             |
| 8. Is the CPA's Report included?   | YES NO N/A                             |
| 9. Is the applicant's appropriate financial affidavit signed and notarized (page 11)?  | YES NO                                 |
| 10. If application is for Site Rehabilitation, were costs incurred during the eligible calendar year and paid prior to the submittal of the application?   | YES NO N/A                             |
| 11. Is the \$250 application review fee enclosed?  | YES NO                                 |
| 12. Is proof of applicant's VCA or BSRA enclosed (cover page and signature page)?  | YES NO N/A                             |
| 13. If there are multiple applicants...<br>Has each applicant submitted a copy of Section I of the application?<br>Has each applicant signed and notarized the appropriate financial affidavit?<br>Does each financial affidavit indicate the applicant's cost share percentage? | YES NO N/A<br>YES NO N/A<br>YES NO N/A |
| 14. If the applicant is claiming the SRCO bonus tax credit, has a copy of the SRCO been provided?  | YES NO N/A                             |
| 15. If the applicant is claiming the Affordable Housing bonus tax credit, was the  | YES NO N/A                             |

certification letter from the Florida Housing Finance Corporation, local housing authority or other government entity submitted?

16. If the applicant is claiming the Health Care bonus tax credit, was a copy of the license or certificate issued pursuant to Sections 408.032, 408.07 or 408.7056, F.S., or a certificate of occupancy for a health care facility or health care provider submitted? YES NO

17. Is the application complete? YES NO  
(Any "NO" answers = incomplete; Complete apps to be reviewed for eligibility)

18. If the application is incomplete, has the applicant been notified? YES NO  
(If Yes, when \_\_\_\_/\_\_\_\_/\_\_\_\_)

Comments: \_\_\_\_\_  
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