

# Tips to Help Prepare Form CF-1 / Real Property

Provided by The City of Bloomington

## Info Prior to Filing

- The CF-1 / Real Property is due annually on May 15<sup>th</sup>
- The CF-1 / Real Property must be filed annually with the County Auditor and the Designated Body (Common Council) for their review
- The CF-1 / Real Property should accompany Form 322/RE that is filed with the County Auditor
- For additional information on abatements and compliance requirements see the City of Bloomington's Abatement Guidelines below:
  - [https://bloomington.in.gov/sites/default/files/2021-03/tax\\_abatement\\_program\\_Guidelines%20%282.23.21%20-%20Clean%20Copy%29%20%282%29.pdf](https://bloomington.in.gov/sites/default/files/2021-03/tax_abatement_program_Guidelines%20%282.23.21%20-%20Clean%20Copy%29%20%282%29.pdf)

# Section 1

Name of Taxpayer/Petitioner, unless there has been a change to the taxpayers name this should match the name used on the Statement of Benefits (SB-1).

List the County where the Real Property is located

SECTION 1		TAXPAYER INFORMATION	
Name of Taxpayer		County	
Address of Taxpayer (number and street, city, state, and ZIP code)		DLGF Taxing District Number	
Name of Contact Person	Telephone Number ( )	Email Address	

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Use Current Mailing Address

Include a contact person (this is typically the preparer of the CF-1). Make sure to include a telephone number and email that is monitored for correspondence and/or questions on the filing.

This should match what was listed on the SB-1. If you don't know your taxing district number here is a helpful resource: <https://gateway.ifionline.org/TaxDistrictLookup/LookUp.aspx>

When Common Council approved the abatement a resolution number would have been provided. This is usually the last 2 digits of the year followed by the resolution number (ex: 18-10)

The Designating body is the City of Bloomington Common Council

# Section 2

SECTION 2		LOCATION AND DESCRIPTION OF PROPERTY	
Name of Designating Body	Resolution Number	Estimated Start Date (month, day, year)	
Location of Property		Actual Start Date (month, day, year)	
Description of Real Property Improvements		Estimated Completion Date (month, day, year)	
		Actual Completion Date (month, day, year)	

Address of the Real property for which the CF-1 RP is being filed.

Start with **Parcel ID number** and then describe in detail the improvements that were made to the property.

For estimated dates use dates provided on the SB-1 filing. List the actual start date and completion date (if applicable).

# Section 3

Use estimated amounts for employees and salaries as provided on the Statement of Benefits (SB-1)

SECTION 3	EMPLOYEES AND SALARIES	
EMPLOYEES AND SALARIES	AS ESTIMATED ON SB-1	ACTUAL
Current Number of Employees		
Salaries		
Number of Employees Retained		
Salaries		
Number of Additional Employees		
Salaries		

Provide the actual amounts for employees and their salaries.

**Current employees** are the sum of the retained and additional employees.

**Retained employees** are employees prior to the project and retained throughout the real property improvements.

**Additional employees** are employees added in relation to the real property improvements.

1 Values Before Project will match SB-1 filing, Section 4, Current Values

3 Less: Values of Any Property Being Replaced should match SB-1, Section 4, Less Values of any Property being Replaced

2 Plus: Values of Proposed Project should be the same as the SB-1 filing, Section 4, Plus Estimated Values of Proposed Projects

4 Net Values Upon Completion of Project should be the same as SB-1, Section 4, Net Estimated Values Upon Completion of Project

# Section 4

SECTION 4		COST AND VALUES	
COST AND VALUES		REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1		COST	ASSESSED VALUE
1	Values Before Project	\$	\$
2	Plus: Values of Proposed Project	\$	\$
3	Less: Values of Any Property Being Replaced	\$	\$
	Net Values Upon Completion of Project 4	\$	\$
ACTUAL		COST	ASSESSED VALUE
5	Values Before Project	\$	\$
6	Plus: Values of Proposed Project	\$	\$
7	Less: Values of Any Property Being Replaced	\$	\$
	Net Values Upon Completion of Project 8	\$	\$

9 The Actual Assessed Value listed here and should be as of the most recent January 1 assessment.

6 List the actual cost incurred by the Taxpayer under the cost column. For the assessed value column list the assessed value as of **January 1<sup>st</sup>**

8 The Net Values Upon Completion of the Project is computed by taking the values before the project, plus the values of the project, less the property being replaced

5 Should match values before project per SB-1, see above

7 This will match the amounts listed above listed under the estimates on SB-1

If applicable, list the amount of solid waste converted and/or hazardous waste converted (in pounds) from SB-1. Also include any other benefits listed in section 5 of the SB-1.

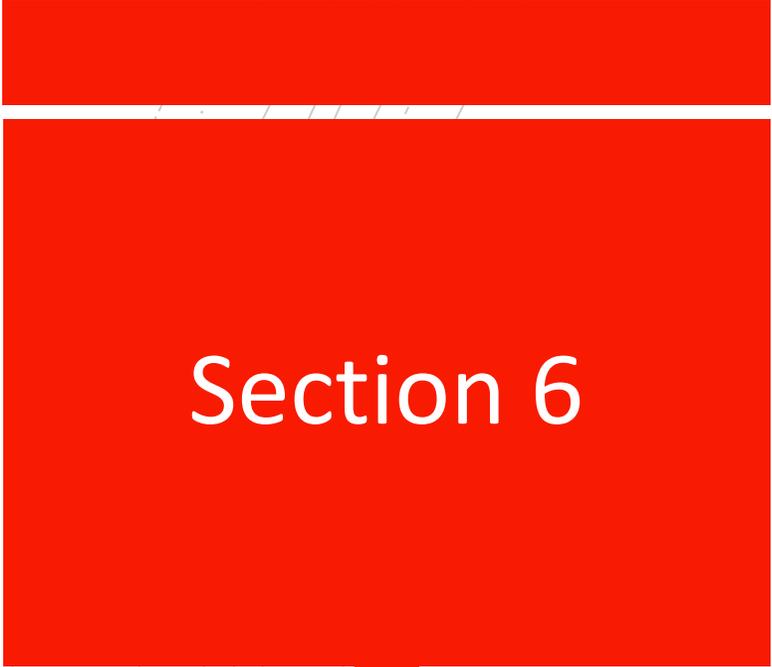


**Section 5**

<b>SECTION 5</b>	<b>WASTE CONVERTED AND OTHER BENEFITS PROVIDED BY THE TAXPAYER</b>	
<b>WASTE CONVERTED AND OTHER BENEFITS</b>	<b>AS ESTIMATED ON SB-1</b>	<b>ACTUAL</b>
Amount of Solid Waste Converted		
Amount of Hazardous Waste Converted		
Other Benefits:		



If applicable, list the actual amount of solid waste converted and/or hazardous waste converted (in pounds). Quantify the actual amount of any other benefits as well.



Section 6

Make sure an authorized individual signs off and includes their title and date.



SECTION 6		TAXPAYER CERTIFICATION	
I hereby certify that the representations in this statement are true.			
Signature of Authorized Representative		Title	Date Signed (month, day, year)

## What to expect after filing?

- The Department of Economic & Sustainable Development compile a yearly compliance report based off of all CF-1's received
- The Economic Development Commission and Common Council review the report and the CF-1's to ensure they are in compliance with the Statements of Benefits (SB-1's)
- If found to be in noncompliance they may act to rescind the abatement or enforce penalties