Workforce PILOT for Rental Units – Customer Journey

Site Control	Application	Construction	Covenant	State Filing	Property Tax Exemption	Reports and Fees
Obtain Deed, Option Agreement, or Purchase Agreement for the property.	Submit online PILOT application with $270 fee. Do not begin eligible rehabilitation work until PILOT application is submitted. Due by September 1	Obtain building permit and required trade permits. Begin rehab/ construction.	Sign a 15-year Restrictive Covenant with the City of Grand Rapids.	Submit notarized exemption form to the Michigan State Housing Development Authority (MSHDA) along with signed and recorded covenant.	Provide MSHDA certified exemption form to City Assessor.	Submit prior year household income for each unit and annual financial information for property by May 1. Pay annual PILOT fee for the property by October 1.

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