



Stewartville Economic Development Authority

Existing Building Purchase Incentive Program – Application

Applicant Information

Date of Submission: _____

Legal Business Name: _____

DBA (if applicable): _____ Parent Company (if applicable): _____

Mailing Address (where incentive check will be mailed): _____

PO Box: _____

City/State/Zip: _____

Contact Name and Title: _____

Phone: _____ Email: _____

Building Information

Location/Address of Building Purchased: _____

County Assessed Value of Structure: \$ _____

Purchase Price: \$ _____

Closing Date: _____

Duration of Building's Vacant Time on Market: _____ year(s) _____ month(s)

Will You Be Making Improvements to the Building? If Yes, Describe: _____

Total Investment Associated with Improvements (if applicable): \$ _____

Are All Taxes and Fees Currently Paid on Structure?: _____ Yes _____ No

Incentive Amount Requested (\$10,000 maximum award): \$ _____

Total FTE Jobs Retained: _____ Total New FTE Jobs Created: _____

Applicant Certification

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we have read, understand, and that we will comply with the program guidelines. We understand that if approved for the program that we give consent for the City to use information on our usage of the program for promotional/publicity events, materials, etc. We understand that this application will be reviewed based on the information provided herein and that the City of Stewartville reserves the right to approve, partially approve, or deny an application at the discretion of its appropriate Board(s).

Name/Title (Printed)

Name/Title (Printed)

Signature

Date

Signature

Date

*****Please note that a valid purchase agreement indicating the legal description/address of the structure, the purchase price, contingencies, and closing date must be provided to the City with this application.**

Please submit one application with supporting materials to City Hall, at least 1 week prior to the next EDA meeting for review. Incomplete applications will not be accepted. Applications will be reviewed on a first come-first serve basis.

To redeem incentive, recipient must submit proof of purchase/ownership to City Hall and must have satisfied all job creation requirements. Incentives must be claimed within one (1) year from approval date.***



Stewartville Economic Development Authority

Existing Building Purchase Incentive Program – Guidelines

Goal:

To create new quality full-time permanent positions within the City of Stewartville through the sale of existing vacant buildings.

Funding & Timeline: \$30,000 has been set aside for the funding of this program.

The program will run until funds are depleted or until program is cancelled by the EDA, whichever occurs first.

Incentive:

A business owner who purchases an existing building within the city limits of the City of Stewartville may receive an unrestricted cash incentive relevant to the number of jobs created in the facility. In order to qualify for the program, the building being purchased must meet the following criteria:

1. Located within the city limits of Stewartville, MN.
2. Building is zoned for commercial/industrial usage.
3. Have been vacant for six (6) months or longer.

The purchaser may qualify for a \$1,000 incentive on each eligible FTE position created (up to 10 positions or \$10,000). All FTE positions must meet the following criteria to be deemed eligible:

1. 2,080 hours annually.
2. \$26,837 annual cash wages. Cash wages may include benefits that are not legally mandated. Legally mandated benefits such as social security tax, unemployment insurance, workers' compensation insurance, and other benefits mandated by law may not be included in calculation of cash wages.
3. A newly created position.

To claim an incentive for an approved project, the property owner must submit to City Hall 1) Proof of purchase for the property. Documents such as bill of sale, deed, or title are examples of acceptable documentation and 2) Payroll records indicating that job creation numbers and cash wage requirements have been met. Upon verification that all program requirements have been met, the incentive will be issued following the next City Council meeting. The City reserves the right to deny payment if all guidelines are not met.

Contingencies and Considerations:

Approved applicants will have one (1) year from the date of approval to meet the requirements and claim their incentive.

Buildings purchased with assistance from this program must be retained by the applicant ownership for at least five (5) years. If property is sold prior to such time, repayment of the incentive will be required as follows: 1) Sold within first two (2) years, 100% of incentive is immediately due back to the EDA; 2) Sold within year three (3), 75% of incentive is immediately due back to the EDA; 3) Sold within year four (4), 50% of incentive is immediately due back to the EDA; 4) Sold within year five (5), 25% of incentive is immediately due back to the EDA; 5) After year five (5), no repayment of incentive required.

Application & Other Requirements:

Applicants must submit one complete application to City Hall at least one (1) week prior to that month's EDA meeting for review (*the EDA usually meets the 3rd Tuesday of each month*). A complete application will also include a purchase agreement indicating the legal description/address of the structure, the purchase price, contingencies, and closing date. Applications will be reviewed on a first come-first serve basis. **Incomplete applications will not be accepted.**

All property taxes, utility bills, code violations, and other business with the City of Stewartville must be current and in good standing on all properties owned within the City limits in order to apply and receive the incentive. Past history of delinquency on City matters will also be taken into consideration before program approval is given.

If applicant is approved, implicit consent is given to publicize the applicant's usage of the program in promotional/publicity events, materials, etc.

This program will be carried out in accordance with the Stewartville Business Subsidy Policy and Minnesota Business Subsidy Law.

The EDA reserves the right of ultimate review. The EDA may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and in the best interest of the community.

APPLICATION MUST BE APPROVED BY THE EDA PRIOR TO CLOSING DATE