



Personal Property Tax Credit | Grocery Store Incentive Area
City of Baltimore, Maryland

APPLICATION PART 1 – INITIAL APPLICATION

*Instructions: This is a fillable form. To complete, download it to your computer. Enter all the information and print the document. [Note, you cannot save a completed form with Adobe Reader.] Once printed, sign the document in **blue** ink. Scan the document to your computer. Email it as an attachment to **tax.credits@baltimorecity.gov** for processing along with your pre-qualification letter and invoices and/or receipts documenting what was spent on personal property. Allow 60 days from date of submission for processing. Applications must be received by **October 1st** in order to be considered for the credit in the tax year that begins January 1st of the next calendar year.*

Applicant Information

Name of Business Entity:

Business Address:

City:

State:

Zip:

Primary Contact Person:

Contact Phone:

Contact Email:

Date of Pre-Qualification for Tax Credit:

Development Site Information

Site Address:

Check all applicable boxes for your development project:

It is a grocery store

The grocery store has a / will have a -

Produce department

Meat department

Seafood department

Dairy department

Canned and packaged good department

The grocery store derives / will derive more than 50% of sales from food

The grocery store derives / will have more than 50% of total sales floor space dedicated to food

At least 500 square feet of total floor space is /will be dedicated to the sale of fruits and vegetables

At least 500 square feet of total floor space is / will be dedicated to food sales

For **newly constructed** stores, expenditures on new personal property are equal to or greater than \$150,000 or \$25 / square foot of total floor space

For **newly renovated** stores, expenditures on new personal property based on total floor space:

20,000 square feet or less, at least \$5 / square foot

More than 20,000 square feet and up to an including 45,000 square feet, at least \$8 / square foot

More than 45,000 square feet, at least \$10 / square foot

Re/Open Date:

Certification & Signature

I am the authorized agent of the applicant. I hereby certify that the information contained herein is true and accurate. I understand that failure to comply with any or all of the requirements of the tax credit with result in the pre/final qualification being null and void. I understand that this final qualification is contingent upon the Finance Department's certification.

Printed Name

Signature _____ Date _____

FOR OFFICE USE ONLY

Date Received:

Initially Reviewed By:

Site measurements performed by:

Total Square Feet for Fruit/Vegetables:

Total Square Feet for Perishable Goods:

Level of investment verified by:

Total dollar amount expended on new personal property:

Kind of documentation received:

Final Qualification Granted by BDC: Yes No

Date submitted to Finance for Certification: