

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 15th
- 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

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	

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.ifonline.org/TaxDistrictLookup/LookUp.aspx>

Section 2

The Designating body is the City of
Bloomington Common Council

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)

SECTION 2		LOCATION AND DESCRIPTION OF PROPERTY	
Name of Designating Body		Resolution Number	
Location of Property			
Description of Real Property Improvements			
SECTION 3		EMPLOYEES AND SALARIES	

Estimated Start Date (month, day, year)
Actual Start Date (month, day, year)
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	AS ESTIMATED ON SB-1	ACTUAL
EMPLOYEES AND SALARIES			
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.

Section 4

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 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	\$	\$
4 Net Values Upon Completion of Project	\$	\$
ACTUAL		
	COST	ASSESSED VALUE
5 Values Before Project	\$	\$
6 Plus: Values of Proposed Project	\$	\$
7 Less: Values of Any Property Being Replaced	\$	\$
8 Net Values Upon Completion of Project	\$	\$

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 1st**

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

Section 5

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 WASTE CONVERTED AND OTHER BENEFITS	WASTE CONVERTED AND OTHER BENEFITS PROVIDED BY THE TAXPAYER	
	AS ESTIMATED ON SB-1	ACTUAL
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