



**CITY OF LINCOLN**  
**Public Works & Utilities**

**LOW INCOME,  
 OWNER-OCCUPIED  
 EXEMPTION REFUND**

**Process Overview**

- Within 10 days of execution of the Purchase Contract, Homebuyer must contact Impact Fee Administrator to make application for Exemption Refund of the Impact Fees.
- Homebuyer will provide, at time of application, a copy of the signed Purchase Contract, Form A, C, (if applicable) D, and proof of income to the Impact Fee Administrator.  
*Impact Fee Administrator: Michaela Dugan @ City of Lincoln, 555 S. 10th Street, Lincoln, NE. Phone 441-7559*
- Once eligibility has been determined, Impact Fee Administrator provides, via fax, an "Exemption Certificate Letter" to the Lender.
- Builder makes application for Building Permit, pays the applicable impact fees and provides signed Form B to the Impact Fee Administrator through Building & Safety.
- Form B must be in Impact Fee file before reimbursement can take place.
- Escrow closing company will receive notification of exemption from lender. Escrow closing company will contact Impact Fee Administrator seven days in advance of anticipated closing to allow adequate time to have check cut from City of Lincoln, payable to Homebuyer(s) and Title Company.

Form	What Do I Need?	Who Completes or Provides Copies of This Form?
	Copy of Purchase Contract on House	Builder completes
	Signed and Dated previous tax year 1040 tax returns, from household members OR Self-Employment Documentation.	Homebuyer provides copies
<b>A</b>	Completed and signed Family Income Worksheet Purchaser Statement	Homebuyer completes
<b>B</b>	Signed Builder/Developer Statement	Builder completes
<b>C</b>	Documentation Checklist with Supporting Docs attached.	Homebuyer completes
<b>D</b>	Impact Fee Refund Household Income Worksheet (If you are not required to file federal income taxes, recent statements of income will be required from all income recipients, over the age of 19, living in the household to determine gross income using this worksheet.)	Homebuyer completes form & provides documentation

**If Self Employed:**

1099 for commissions for past 2 years	Homebuyer provides copies
1065 & K-1 tax returns	Homebuyer provides copies
1120 tax forms	Homebuyer provides copies