

SAMPLE APPLICATION | VIRGINIA ENTERPRISE ZONE | REAL PROPERTY INVESTMENT GRANT

PART I BACKGROUND INFORMATION	
1. QUALIFIED ZONE INVESTOR'S LEGAL NAME	
2. TYPE OF ZONE INVESTOR (SELECT ONE)	OWNS BUILDING-OCCUPANT
	OWNS BUILDING-NON-OCCUPANT
	OWNS SPACE IN BUILDING (I.E. OFFICE CONDO) *SUPPLEMENTAL MULTIPLE OWNER FORM REQUIRED
	TENANT IN BUILDING *SUPPLEMENTAL TENANT FORM REQUIRED
	DEVELOPER (NOT OWNER) (SEE RPIG MANUAL)
3. FEDERAL EMPLOYMENT ID # (FEIN)	
4. PHYSICAL ADDRESS OF ZONE ESTABLISHMENT	
CITY/COUNTY/TOWN	
ZIP CODE	
5. REAL PROPERTY USE CLASSIFICATION (SELECT ONE)	INDUSTRIAL
	COMMERCIAL
	MIXED-USE *SUPPLEMENTAL MIXED-USE FORM REQUIRED
6. TYPE OF REAL PROPERTY (SELECT ONE)	BUILDING
	FACILITY
7. TYPE OF REAL PROPERTY INVESTMENT MADE (SELECT ONE)	REHABILITATION OF AN EXISTING BUILDING/FACILITY
	EXPANSION OF AN EXISTING BUILDING/FACILITY
	NEW CONSTRUCTION
	SOLAR ONLY (SOLAR WAS THE ONLY COMPONENT ADDED TO THE BUILDING OR FACILITY) (\$50,000-\$100,000)
	REHAB/EXPANSION WITH SOLAR
	NEW CONSTRUCTION WITH SOLAR
8. AMOUNT OF SQUARE FOOTAGE OF REHAB/EXPANSION OR NEW CONSTRUCTION COMPLETED	
9. PROPERTY IDENTIFICATION # (TAX PARCEL ID)	
10. ZONE NAME (LOCATION)	
11. ZONE #	
12. ZONE DESIGNATION DATE	
13. NAME OF LOCAL ZONE ADMINISTRATOR	
14. NARRATIVE SUMMARY (SEE RPIG MANUAL)	

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15. NAME OF GRANT APPLICANT REPRESENTATIVE	
TITLE	
DAYTIME PHONE #	
EMAIL ADDRESS	
16. PRINCIPAL MAILING ADDRESS	
CITY/STATE/ZIP CODE	
PART II PLACED-IN-SERVICE-DOCUMENTATION	
A. TYPE OF DOCUMENTATION (SELECT ONE)	CERTIFICATE OF OCCUPANCY
	FINAL INSPECTION
	THIRD PARTY INSPECTOR'S REPORT
B. PLEASE EXPLAIN ANY DIFFERENCES IN THE NAME AND ADDRESS LISTED ON THE FINAL PLACED-IN-SERVICE DOCUMENTATION FROM THE NAME AND ADDRESS LISTED IN PART I, BOXES 1 & 4. PLEASE CONTACT US AT EZONE@DHCD.VIRGINIA.GOV IF ADDITIONAL SPACE IS REQUIRED TO EXPLAIN DISCREPANCIES. A LETTER FROM THE LOCALITY MAY NOT BE PROVIDED IN LIEU OF PLACED-IN-SERVICE DOCUMENTATION IF A CERTIFICATE OF OCCUPANCY OR FINAL BUILDING INSPECTION WAS REQUIRED BY THE LOCALITY. DOCUMENTATION SHOULD BE DATED WITHIN THE CURRENT APPLICATION GRANT YEAR (MAXIMUM 1500 CHARACTERS ALLOWED)	
PART III ITEMIZED LIST OF QUALIFIED REAL PROPERTY INVESTMENTS	
TYPE OF QUALIFIED INVESTMENT	\$ AMOUNT
FOR PROJECTS THAT CONTAIN MORE THAN 20 QUALIFIED REAL PROPERTY INVESTMENTS, LIST THE SUM OF THE REMAINING DOLLAR AMOUNT IN LINE 20 AND LABEL AS "SEE ATTACHMENT"	

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ATTACHMENT." UPLOAD A LIST OF THE REMAINING ITEMS AND CORRESPONDING DOLLAR AMOUNTS IN PART VIII OF THE ONLINE APPLICATION.	
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TOTAL QUALIFIED REAL PROPERTY INVESTMENT	\$
PART IV QUALIFICATION INFORMATION	
1. DATE REAL PROPERTY PLACED IN SERVICE	(MM/DD/YYYY)
2. QUALIFICATION IS REQUESTED FOR CALENDAR YEAR	2023 (AUTOMATICALLY ENTERED)
3. GRANT CALCULATION	
A. ACTUAL DOLLAR AMOUNT OF QUALIFIED REAL PROPERTY INVESTMENTS MADE BY THE APPLICANT	\$
B. APPLICABLE INVESTMENT THRESHOLD BASED ON THE TYPE OF REAL PROPERTY INVESTMENT	\$
C. AMOUNT OF PUBLIC GRANT FUNDS RECEIVED AND USED TO FUND QUALIFIED REAL PROPERTY INVESTMENTS	\$

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D. GRANT ELIGIBLE DOLLAR AMOUNT (LINE 3A MINUS LINE 3B AND LINE 3C)	\$
E. MULTIPLY LINE D BY 20% *FOR INVESTMENTS (LINE A) LESS THAN \$5 MILLION, THIS AMOUNT CANNOT EXCEED \$100,000. *FOR INVESTMENTS (LINE A) OF \$5 MILLION OR MORE, THIS AMOUNT CANNOT EXCEED \$200,000. NOTE: TENANTS OR ZONE INVESTORS WHO OWN A SPACE WITHIN A BUILDING CANNOT REQUEST THE MAXIMUM GRANT AMOUNT IF THEY DID NOT COORDINATE QUALIFICATION.	\$
4. IF REAL PROPERTY INVESTMENT GRANTS HAVE BEEN PREVIOUSLY ISSUED TO THE BUILDING OR FACILITY IN THE LAST FIVE YEARS, ENTER THAT AMOUNT HERE. (IF NONE, ENTER "0.") THE SUM OF LINE 3E AND LINE 4 SHALL NOT EXCEED THE APPLICABLE \$100,000 OR \$200,000 GRANT AMOUNT PER THE REGULATIONS IN LINE 3E ABOVE.	\$
5. TOTAL REQUESTED GRANT AMOUNT	\$
PART V CPA INFORMATION	
NAME OF CERTIFIED PUBLIC ACCOUNTANT	
VIRGINIA LICENSE #	
DAYTIME PHONE #	
EMAIL ADDRESS	
ACCOUNTING FIRM	
ADDRESS	
CITY/STATE/ZIP CODE	
CHECK THE BOXES BELOW THAT APPLY TO YOUR APPLICATION SUBMISSION	SUBMISSION INCLUDES SUPPLEMENTAL EZ-RPIG MIXED-USE FORM
	SUBMISSION INCLUDES SUPPLEMENTAL EZ-RPIG MULTIPLE-OWNER FORM
	SUBMISSION INCLUDES SUPPLEMENTAL EZ-RPIG TENANT COORDINATION FORM
	SUBMISSION INCLUDES SUPPLEMENTAL TENANT OWNER CONSENT FORM
	SUBMISSION INCLUDES CPA ATTESTATION FORM
	SUBMISSION INCLUDES FINAL PLACED-IN-SERVICE DOCUMENTATION
	SUBMISSION INCLUDES COV FORM W-9

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PLEASE ENTER YOUR NOTES HERE:	
*INDICATES A DOCUMENT THAT MUST BE UPLOADED TO SUBMIT AN APPLICATION	THE DOCUMENTS LISTED BELOW MUST BE UPLOADED INTO THE ONLINE SYSTEM. PASSWORD PROTECTED DOCUMENTS WILL NOT BE ACCEPTED. ALL DOCUMENTS MUST BE UPLOADED SEPARATELY (ONE PDF WITH ALL THE DOCUMENTS WILL NOT BE ACCEPTED.)
PLACED-IN-SERVICE DOCUMENTATION*	
CPA ATTESTATION REPORT FORM*	
COV FORM W-9*	
APPLICANT DECLARATION FORM*	
LOCAL ZONE ADMINISTRATOR REVIEW FORM*	
FORM EZ-RPIG MULTIPLE-OWNER (IF APPLICABLE)	
FORM EZ-RPIG TENANT-OWNER CONSENT (IF APPLICABLE)	
FORM EZ-RPIG TENANT COORDINATION (IF APPLICABLE)	
FORM EZ-MIXED USE (IF APPLICABLE)	
ADDITIONAL INFO/DOCUMENTATION	
CHECK THE COV W-9 REMITTANCE ADDRESS TO BE SURE THAT THIS IS THE CORRECT ADDRESS TO WHICH THE DEPARTMENT WILL SEND THE COMPANY'S GRANT CHECK.	