



**CITY OF BEVERLY HILLS**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
455 N. Rexford Drive, Beverly Hills, CA 90210  
Tel. (310) 285-1141 Fax. (310) 858-5966

## MILLS ACT APPLICATION

### GENERAL INFORMATION: *(print or type)*

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### PROPERTY INFORMATION:

Property Address: \_\_\_\_\_ Assessor Parcel No(s): \_\_\_\_\_  
Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Use Category:      Single-Family Residence:       Commercial/Theatre:

### PROPERTY OWNER: Same as Applicant *(please check this box if the property owner is the applicant)*

Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### APPLICATION TYPE:

New Contract:       Nonrenewal:       Cancellation:

### HISTORIC DESIGNATION CATEGORY: *(check only those that apply)*

City Landmark:       National Register:       California Register:   
Designation No.: \_\_\_\_\_ Date of Designation: \_\_\_\_\_  
City Landmark Designation Requested  *(please check this box if the property has not been designated)*

### REQUIRED MATERIALS: *(must be submitted with this application)*

- COMPLETED AND SIGNED APPLICATION FORM
- APPLICATION FEE
- COPY OF GRANT DEED, INCLUDING LEGAL DESCRIPTION
- FINANCIAL ANALYSIS FORM
- PHOTOGRAPHS – CURRENT PHOTOGRAPHS OF STREET VIEW OF THE PROPERTY, EACH EXTERIOR ELEVATION OF PROPERTY AND ALL OTHER IMPROVEMENTS/FEATURES ON PARCEL SAVED ONTO CD. LABEL CD WITH

- STREET ADDRESS, PARCEL NUMBER AND DATE (INTERIOR PHOTOGRAPHS MAY BE REQUIRED)
- REHABILITATION/RESTORATION MAINTENANCE PLAN AND TIME LINE (INCLUDE ALL WORK TO BE COMPLETED WITHIN NEXT 10 YEARS) AND COST ESTIMATE OF ITEMIZED WORK
  - COPY OF MOST RECENT PROPERTY TAX BILL
  - NOTARY OF ACKNOWLEDGEMENT AFFIDAVIT

**IMPORTANT: All required materials must be submitted with the application.**

I hereby certify that I am the present owner of the subject property described above and that I have reviewed the subject application and apply for consideration for a Mills Act Contract. I further understand that a Mills Act Application does not result in an automatic entitlement and each application is evaluated on its own merits on its historical significance and inclusion in the City's program.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE / TO BE FILLED OUT BY THE DEPARTMENT**

<b>Application Status:</b>	<b>Date:</b>	<b>Application Processing:</b>
<input type="checkbox"/> Staff Review	_____	File No. _____
<input type="checkbox"/> Director Review	_____	Date: _____
<input type="checkbox"/> Cultural Heritage Commission	_____	Staff Init: _____
<input type="checkbox"/> City Council	_____	Fees: _____
<input type="checkbox"/> Landmark Designation Approved	_____	Receipt: _____
<input type="checkbox"/> Landmark Designation Denied	_____	Other: _____

Comments

<b>APPLICATION REVIEW PROCESS</b>	
<b>THE 2015 APPLICATION DEADLINE IS MAY 31, 2015</b>	
<b>Pre-Application Meeting</b>	
	Prior to submitting an application, an owner interested in the Mills Act should schedule a pre-application review meeting with City staff. The purpose of the pre-application review meeting is to confirm that the property qualifies for the program and to ensure that the application submittal requirements, and the mandatory terms of the Mills Act Contract are understood. The Pre-Application Meeting includes a site visit to review the conditions on the property.
<b>Application Submittal</b>	
	Mills Act applications are submitted to the Community Development Department. The application requires a “pro forma” regarding the proposed Rehabilitation, Restoration, and Maintenance Plan; drawings; samples; cost estimates; photographs; and any other materials or studies needed. City staff is available to assist with the application process.
<b>Review for Completeness</b>	
	City staff will review the submitted materials and determine if the application is complete. In order to be scheduled for a hearing, applications must be complete and include all attachments and required information, and fees. City staff may schedule a meeting with the applicant to discuss details of the preservation plan and any proposed new construction. Once the application has been determined complete, City staff shall schedule it for review at a noticed public hearing.
<b>Public Hearing</b>	
	The Mills Act Application will be considered during a public hearing and a recommendation will be made to the City Council regarding the preservation plan, any restrictions that should be added to the agreement, and whether the application for a Mills Act contract should be approved or denied. Applications will be docketed for the earliest available meeting or a specific date that is not sooner than the first available meeting if requested by the applicant.
<b>City Council</b>	
	Once per year, the City Council will consider entering into Mills Act Contracts as part of its consent calendar (no public hearing). The City Council may factor the estimated fiscal impact on the City as part of its consideration. The City Council may approve or disapprove a Mills Act contract request.
<b>Contract Execution and Recordation</b>	
	If approved by the City Council, the City will execute the contract and forward it to the County Recorder’s office for recordation. The recorded copy will be returned to the City for submission to the County Tax Assessor’s office for implementation. The Los Angeles County Assessor is responsible for calculating tax savings. The County Assessor reassesses Mills Act properties once a year.

<b>ESTIMATED PROPERTY TAX ADJUSTMENT WORKSHEET GUIDE</b>		
<b>STEP 1: DETERMINE ANNUAL INCOME OF PROPERTY.</b>		
DESCRIPTION	CURRENT	EXPLANATION
1. Monthly Rental Income	\$	Even if the property is owner-occupied, an estimated monthly rental income is needed as a basis for this formula. Remember to include all potential sources of income (i.e. filming, advertising, photo-shoots, etc.)
2. Annual Rental Income	\$	Multiply line 1 by 12 months
<b>STEP 2: CALCULATE ANNUAL OPERATING EXPENSES.</b>		
3. Insurance	\$	Fire, liability, and other insurance
4. Utilities	\$	Water, gas, electric
5. Maintenance	\$	Maintenance includes: painting, plumbing, electrical, gardening, cleaning, mechanical, heating repairs, structural repairs, and other repairs
6. Management	\$	Standard fee (usually 5% of rent)
7. Other Operating Expenses	\$	Security, etc. Provide breakdown on separate sheet
8. Total Expenses	\$	Add lines 3 through 7
<b>STEP 3: DETERMINE ANNUAL NET INCOME.</b>		
9. Net Total	\$	Line 2 minus line 8
<b>STEP 4: DETERMINE CAPITALIZATION RATE.</b>		
10. Interest Component	%	As determined by the State Board of Equalization for 2012.
11. Historic Property Risk Component	%	Single-family home = 4% All other property = 2%
12. Property Tax Component	1%	.01 times the assessment ratio of 100%
13. Amortization Component (reciprocal of life of property)	%	If the life of the improvement is 20 years, use $100\% \times 1/20 = 5\%$ . Wood-frame typically 20 years, masonry typically 50 years
14. Total = Capitalization Rate	%	Add lines 10 through 13
<b>STEP 5: CALCULATE NEW ASSESSED VALUE.</b>		
15. Mills Act Assessed Value	\$	Line 9 divided by line 14 Example: line 9 divided by .15 (15%)
<b>STEP 6: DETERMINE ESTIMATED TAX REDUCTION.</b>		
16. Current Tax	\$	General tax levy only, do not include voted indebtedness or other direct assessments
17. Tax under Mills Act	\$	Line 15 multiplied by .01
18. Estimated Tax Reduction	\$	Line 16 minus 17
<b>ESTIMATED PROPERTY TAX ADJUSTMENT WORKSHEET GUIDE</b>		

**EXAMPLE**

The following is an example showing the possible tax benefit to the historic property owner of an owner-occupied single-family dwelling. *THIS IS ONLY AN EXAMPLE*. Your reduced property tax under a Mills Act contract is not guaranteed to match this calculation.

**EXAMPLE:**      Single-family Dwelling  
                    Current Assessed Value (GENERAL LEVY TAXES ONLY<sup>§</sup>) = \$100,000  
                    Estimated Monthly Rent = \$800

**DETERMINE ANNUAL INCOME AND ANNUAL OPERATING EXPENSES\*\***

\$800 per month income minus approximately \$100 per month expenses for maintenance, repairs, insurance, utilities, and gardener equals a net income of \$700 per month. Multiply by 12 months for an annual net income of \$8,400 (mortgage payments and property taxes are not considered expenses).

**DETERMINE CAPITALIZATION RATE**

Add the following to determine the Capitalization Rate:

- The Interest Component is determined by the Federal Housing Finance Board and is based on conventional mortgages. While this component will vary from year to year, the State Board of Equalization has set this at 5% for 2011.
- The Historical Property Risk Component of 4% (as prescribed in Sec. 439.2 of the State Revenue and Tax Code) applies to owner-occupied single-family dwellings. A 2% risk component applies to all other properties.
- The Property Tax Component (post-Prop 13) of .01 times the assessment ratio of 100% (1%).
- The Amortization Component is a percentage equal to the reciprocal of the remaining life of the structure and is set at the discretion of the County Assessor for each individual property. *IN THIS EXAMPLE THE REMAINING LIFE OF A WOOD FRAME BUILDING IS TYPICALLY 20 YEARS*. The amortization component is calculated thus:  $100\% \times 1/20 = 5\%$ . Use 5% for this calculation.

Now add the following:

$5\% + 4.0\% + 1.0\% + 5\% = 15\%$  Capitalization Rate (single-family dwelling).

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*§ The Mills Act applies ONLY to general levy property taxes. Be sure to DEDUCT the portions of your tax bill that include sewer assessment, bond issues, etc. when calculating what portion of your property tax will be reduced by the Mills Act.*

*\*\* Single-family applicants may find that a property manager or realtor may be able to assist with setting a monthly rental figure.*

**ESTIMATED PROPERTY TAX ADJUSTMENT WORKSHEET GUIDE**

**SHEET THREE OF THREE**

**CALCULATE NEW ASSESSED VALUE AND ESTIMATED TAX REDUCTION**

The new assessed value is determined by dividing the annual net income (\$8,400) by the capitalization rate .15 (15%), to arrive at the new assessed value of \$56,000.

Lastly, determine the amount of taxes to be paid by taking .01 (1%) of the assessed value \$56,000. Compare with current property tax rate for land and improvements only (be sure to exclude voter indebtedness, direct assessments, tax rate areas, and special district items on your tax bill):

- Current general levy property tax; 1% of original assessed valuation of \$100,000 ( $\$100,000 \times .01 = \$1,000$ );
- Mills Act property tax: 1% of new assessed value of \$56,000 is \$560.

Annual property taxes have been reduced by \$440 ( $\$1,000 - \$560$ ), a 44% property tax reduction.

**FINANCIAL ANALYSIS FORM**

**CURRENT YEAR TO YEAR THREE (SHEET ONE OF THREE)**

<b>INCOME</b>	<b>CURRENT</b>	<b>ONE</b>	<b>TWO</b>	<b>THREE</b>
1. Monthly Rental Income	\$ _____	\$ _____	\$ _____	\$ _____
2. Annual Rental Income	\$ _____	\$ _____	\$ _____	\$ _____
<b>ANNUAL OPERATING EXPENSES</b>				
3. Insurance	\$ _____	\$ _____	\$ _____	\$ _____
4. Utilities	\$ _____	\$ _____	\$ _____	\$ _____
5. Maintenance	\$ _____	\$ _____	\$ _____	\$ _____
6. Management	\$ _____	\$ _____	\$ _____	\$ _____
7. Other Operating Expenses	\$ _____	\$ _____	\$ _____	\$ _____
8. Total Expenses	\$ _____	\$ _____	\$ _____	\$ _____
<b>ANNUAL NET INCOME</b>				
9. Net Total	\$ _____	\$ _____	\$ _____	\$ _____
<b>CAPITALIZATION RATE</b>				
10. Interest Component	_____ %	_____ %	_____ %	_____ %
11. Historic Property Risk Component	_____ %	_____ %	_____ %	_____ %
12. Property Tax Component	_____ %	_____ %	_____ %	_____ %
13. Amortization Component	_____ %	_____ %	_____ %	_____ %
14. Total = Capitalization Rate	_____ %	_____ %	_____ %	_____ %
<b>NEW ASSESSED VALUE</b>				
15. Mills Act Assessed Value	\$ _____	\$ _____	\$ _____	\$ _____
<b>ESTIMATED TAX REDUCTION</b>				
16. Current Tax	\$ _____	\$ _____	\$ _____	\$ _____
17. Tax under Mills Act	\$ _____	\$ _____	\$ _____	\$ _____
18. Estimated Tax Reduction	\$ _____	\$ _____	\$ _____	\$ _____

**FINANCIAL ANALYSIS FORM**

**YEAR FOUR TO YEAR SEVEN (SHEET TWO OF THREE)**

<b>INCOME</b>	<b>FOUR</b>	<b>FIVE</b>	<b>SIX</b>	<b>SEVEN</b>
1. Monthly Rental Income	\$ _____	\$ _____	\$ _____	\$ _____
2. Annual Rental Income	\$ _____	\$ _____	\$ _____	\$ _____

<b>ANNUAL OPERATING EXPENSES</b>				
3. Insurance	\$ _____	\$ _____	\$ _____	\$ _____
4. Utilities	\$ _____	\$ _____	\$ _____	\$ _____
5. Maintenance	\$ _____	\$ _____	\$ _____	\$ _____
6. Management	\$ _____	\$ _____	\$ _____	\$ _____
7. Other Operating Expenses	\$ _____	\$ _____	\$ _____	\$ _____
8. Total Expenses	\$ _____	\$ _____	\$ _____	\$ _____

<b>ANNUAL NET INCOME</b>				
9. Net Total	\$ _____	\$ _____	\$ _____	\$ _____

<b>CAPITALIZATION RATE</b>				
10. Interest Component	_____ %	_____ %	_____ %	_____ %
11. Historic Property Risk Component	_____ %	_____ %	_____ %	_____ %
12. Property Tax Component	_____ %	_____ %	_____ %	_____ %
13. Amortization Component	_____ %	_____ %	_____ %	_____ %
14. Total = Capitalization Rate	_____ %	_____ %	_____ %	_____ %

<b>NEW ASSESSED VALUE</b>				
15. Mills Act Assessed Value	\$ _____	\$ _____	\$ _____	\$ _____

<b>ESTIMATED TAX REDUCTION</b>				
16. Current Tax	\$ _____	\$ _____	\$ _____	\$ _____
17. Tax under Mills Act	\$ _____	\$ _____	\$ _____	\$ _____
18. Estimated Tax Reduction	\$ _____	\$ _____	\$ _____	\$ _____





<b>REHABILITATION/MAINTENANCE PLAN AND TIMELINE (attach additional sheets if necessary)</b>				
Please use this form to outline your rehabilitation, restoration, and maintenance plan and timeline. Include all proposed exterior and interior work (including electrical, plumbing, etc.) to be completed within the next ten years. See the following page for list of potential projects. Use additional sheets if necessary to discuss proposed preservation plan.				
	<b>Contract Year</b>	<b>Building Feature</b>	<b>Proposed Work/Task</b>	<b>Est. Cost</b>
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$
7.				\$
8.				\$
9.				\$
10.				\$
<b>TOTAL COST:</b>				\$

Besides the above information, the Rehabilitation/Maintenance Plan must include the following:

- For all work completed during the first ten years of contract, cost estimates must be provided. (cost estimates are subject to verification by City staff).
- Fully labeled photographs of the front of the main building and its relationship to the public right-of-way (street, parkway, sidewalk, etc.); each elevation of all buildings on the property; the interior of any room where any work is proposed; structural and architectural details of any building proposed to be restored, rehabilitated or preserved; and any portions of the property where landscaping or paving work is proposed.
- Plans, drawings, material samples, brochures, etc. as needed to depict the location and characteristics of all proposed work.
- Additional information may be required during the review process for clarification.

<b>LIST OF POTENTIAL PROJECTS</b>	
<b>BUILDING FEATURE</b>	<b>PROPOSED WORK/TASK</b>
Access Modifications	Exterior
Access Modifications	Interior
Accessory Structure	Repair or Replace
Air Conditioning	Install or remove
Appliance Vent	Specify type, material, location
Architectural	Removal non-historic feature and restore to original
Architectural Trim	Repair
Architectural Trim	Replace
Architectural Trim	Install New
Balcony/Decks	New railings
Balcony/Decks	Repair or replace
Basement	Access, repair or replace to code
Basement	New or rebuild
Cabinets	New built-in bathroom
Cabinets	New built-in kitchen
Cabinets	New built-in other
Chimney	Inspect and clean
Chimney	New
Chimney	Repair, remove, relocate
Code Repair Item	Specify item
Column	Repair or replace
Corbels/Brackets	Repair or replace
Deck	Repair, replace or install
Door	Repair or replace screen door
Door	Repair or replace front door
Door	Repair or replace hardware
Door	Repair or replace basement hatch cover and base
Door	Repair or replace other door (specify)
Drainage	Protection or correction
Driveway	Repair, replace, remove
Dry Rot, Mold	Remove, repair feature, replace (specify)
Electrical	Rewire or install new outlets
Electrical	Complete rewire and service upgrade
Electrical	Ground and service entry
Electrical	Install new circuits
Electrical	Lighting fixtures
Electrical	New service lines to garage or secondary structure, etc.

<b>LIST OF POTENTIAL PROJECTS</b>	
<b>BUILDING FEATURE</b>	<b>PROPOSED WORK/TASK</b>
Electrical	Security lighting and alarm system
Electrical	Relocate meter (specify locations)
Fence	Repair, replace, install gate
Fence	Repair
Fence	New (specify location, materials, style, etc.)
Floor Furnace	Repair, restore or remove
Flooring	Carpet repair, install or remove
Flooring	Wood repair, install, or remove
Flooring	Tile repair, install, or remove
Flooring	Concrete repair, install or remove
Flooring	Other material repair, install or remove
Foundation	Bolting and seismic work
Foundation	Repair or rebuild
Fumigation	Extermination
Gable and Attic	Vent repair, re-screening, etc.
Garage	Repair, remove, replace, expand
Garage Door	Repair, remove, replace
Gas Service	Repair, remove, replace, install
Gutters and Drains	Repair, replace, remove,
HVAC	Repair, replace, remove, install; general maintenance
Insulation	Wall, blown-in
Insulation	Attic
Insulation	Floor
Interior Trim	Repair, refinish, replace
Kitchen	Repair, remove, install counters
Masonry	New
Masonry	Repair or replace tile hearth
Masonry	Repair and/or repoint
Masonry	Repoint brick
Mechanical	Air conditioning, repair, remove, install
Mechanical	Ventilation, new kitchen/bath fan and duct work
Mechanical	Vent and/or duct work
Painting or Staining	Exterior
Painting or Staining	Interior
Painting or Staining	Removal of lead based paint (exterior or interior)
Painting or Staining	Exterior or interior trim
Painting or Staining	Porch deck or patio deck, etc.
Patio, Porch	Repair, replacement, removal, install

**LIST OF POTENTIAL PROJECTS**

BUILDING FEATURE	PROPOSED WORK/TASK
Plastering	Exterior: removal, refinish, repair, replacement or patching
Plastering	Interior: removal, refinish, repair, replacement or patching
Plumbing	Drain, waste, and vent repair, replacement, install
Plumbing	Fixtures (specify)
Plumbing	Repair, remove, install sump pump and discharge drain
Plumbing	Repair, remove, install supply lines
Plumbing	Minor repairs
Plumbing	Sewer
Porch	Ceiling repair, replacement
Porch	Repair, rebuild, replace
Porch	Brick repoint
Porch Railing	Repair or replace to code
Porch	Resurface
Porch Steps	Repair, rebuild, replace, add
Railing	Repair, remove, replace, install
Roof	Repair or replace eaves, fascia and/or overhangs
Roof	Strip and install new layer of roofing material
Roof	Re-roof (specific material)
Roof	Minor repair (specify)
Roof	Major repair (specify)
Security	Lighting and alarm
Security	Gates, fencing, bars, etc.
Seismic Work	Seismic upgrade (specify)
Siding (wood lap)	Repair, patch, replace
Siding	Removal asbestos siding and restore original wood lap
Siding (wood shingle)	Repair, patch, replace
Skylights	Remove, replace, install
Stair (exterior)	Repair, replace, remove, install, relocate
Stair (interior)	Repair, replace, remove, install, relocate
Stonework	Repair, replace, remove, install
Stoop	Repair, replace
Structural	Stabilize, repair, replace framing
Structural	Modifications
Structural	Roof and ceiling joist repair, replacement
Termite	Treatment and repair
Utilities	Enclosure(s)
Waterproofing	Exterior
Window	Frame repair or replacement
Window	Screen, glazing, hardware repair or replacement

Proposed work may be interior and/or exterior, but must equal at least 80% of your tax savings. All projects that affect the exterior of the property are subject to Architectural Commission /Staff review and approval before work begins. Work must meet all City requirements and comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings* or the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (1995, by Weeks and Grimmer).

<b>STANDARDS for REHABILITATION</b>	
1.	A property will be used as it was historically use or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships provided the new use is consistent with the Beverly Hills Municipal Code.
2.	The historic character of a property will be retained and preserved. The removal of distinctive material or alteration of features, spaces, and spatial relationships that characterize a property must be avoided.
3.	Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other properties, should not be undertaken.
4.	Changes to a property that have acquired historic significance (are Character-Defining Features) in their own right must be retained and preserved.
5.	Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property should be preserved.
6.	Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive historic feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7.	Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8.	Archeological resources should be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9.	New additions, exterior alterations, or related new construction should not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10.	New additions and adjacent or related new construction should be in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**PERIODIC INSPECTIONS**

Periodic inspections are conducted by City staff to monitor properties for compliance to the terms of the contract. Inspections monitor the progress of the preservation plan specified in the contract. Inspections are ongoing for the life of the contract. Property owners are encouraged to self-inspect and update the City on their progress of the preservation plan.

**NOTARY OF ACKNOWLEDGEMENT AFFADAVIT**

*The notarized signature of the majority representative owner or owners, as established by deed or contract, of the subject property or properties for the filing of this application. (Additional sheets may be attached)*

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, NOTARY REPUBLIC  
(DATE) (HERE INSERT NAME OF THE OFFICER)

personally appeared \_\_\_\_\_,  
NAME(S) OF SIGNER(S)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
(SIGNATURE)

**DESCRIPTION OF ATTACHED DOCUMENT**

Title of type of Document: **MILLS ACT CONTRACT**

Document Date: \_\_\_\_\_ Number of Pages \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_