

## Instructions for Obtaining a *School Facility Fee Payment Acknowledgement* Form

1. Obtain a *School Facility Fee Payment Acknowledgement* form(s) from one of the following locations:

APS Capital Master Plan Office	Lincoln Building 915 Locust St SE, Suite 9
City of Albuquerque Building & Safety Division	Plaza del Sol 600 2 <sup>nd</sup> St NW, Suite 1B
Home Builders Association of Central New Mexico	4100 Wolcott Ave NE, Suite B

2. Complete one form for each lot/building permit.
3. Prepare a cashier's check, money order, or company check payable to **Albuquerque Public Schools**. The check can be made for the total amount being submitted.
4. Bring the form(s) and check to the Albuquerque Public Schools Capital Master Plan Office located at the Lincoln Complex, 915 Locust St SE, Suite 9, Albuquerque, NM 87106. A map to the office can be found at:  
<http://construction.voteaps.com/LincolnMap.html>
5. An APS Payment Agent will collect your fees and notarize receipt of your payment for each lot.
6. Bring the **original** *School Facility Fee Payment Acknowledgement* to the City of Albuquerque Building & Safety Division as part of your building permit application. The City will not accept a copy. Note: The *School Facility Fee Payment Acknowledgement* will expire upon the next scheduled rate increase for the school facility fee.

If you are collecting **25 or more building permits** at one time, APS will provide pre-filled *School Facility Fee Payment Acknowledgement* forms. Please allow at least 3 business days to receive your pre-filled *School Facility Fee Payment Acknowledgement* forms. Please contact the APS Capital Master Plan Office at 848-8875 for more information on how to receive your pre-filled forms.