



Submitting your Part 1&2 Application Online via DocuSign:

The below instructions will guide you through the steps to submit your Historic Homeownership Rehabilitation Credit Part 1&2 application online via DocuSign. We recommend reviewing the Application Instructions and the sample application and the end of this document before beginning the online form.

When you are ready to start your application, click the blue “Submit Part 1&2 Online Application” button on the homeownership tax credit page and the form will open in a new window.

PART 1&2 ONLINE APPLICATION

Step 1: Signer Information

Enter your name and email address, then the name and email address of the second owner and/or project contact if applicable, then click “Begin Signing.”

BEGIN SIGNING

****Please note that if you aren’t prepared to complete the application in one sitting, you need to click the “Finish Later” button on the blue banner at the top of the page. A new window will open showing the email address that you used to initiate the form (you do not need to type in your email). Click ‘Save and Close’ and a link will be sent to your email so that you can return to the form. Please do not start multiple forms. If you lose access to an in-progress form, email historic.taxcredit@parks.ny.gov and a link to your form will be sent to you.**

Step 2: Fill in the Application

- Section 1: Enter the property address.
- Section 2: Complete the owner information.
- Section 3: Enter a project contact if different than the owner.
- Section 4: Complete the checklist questions.
- If you are unsure about your historic district or whether your home is in a qualifying census tract, contact the Survey & National Register Unit staff person assigned to your county.
- Section 5: Review the disclaimer statement and initial.
- Section 6: Complete the income waiver and initial.
- Section 7: Upload the required attachments by clicking the upload icon.
 - Photos are needed for Part 1&2 approval. The best way to submit your photos is to combine them into a single document (Word or PDF), and then upload that by clicking on the attachment icon in the form.
- Section 8: Sign the form. If a second owner’s signature is required, a request to sign will be sent to them via the email address you provided in Step 1.
- Part 2 – Project Work Sheet
 - Use the Project Work Sheet to describe all the work items in your project. For information on how to complete the work sheet, refer to the Application Instructions.
 - If you have questions about the technical aspects of your proposed work and qualified rehabilitation expenditures, contact Incentives & Planning Unit staff.
 - If you need more space, additional project work sheet pages can be downloaded and attached via the Upload icon.



- Initial the bottom of the work sheet page to confirm completion.

Step 3: Payment Authorization

After you complete the Project Work Sheet, you will be directed to the Fee Payment Authorization page. For those subject to review fees (adjusted gross income over \$60,000), the Part 2 review fee is \$25. You can submit payment with a check or securely with a credit card.

Check Payments:

- If submitting a check, please make checks payable to “NYS OPRHP” and write “Homeownership Credit” in the check memo. Checks should be mailed to:
OPRHP
PO Box 189
Waterford, NY 12188-0189
- Note: your application will not be processed until your check is received.

Credit Card Payments:

- Enter your credit card and billing information. A DHP staff member will securely process your payment after the form has been submitted. Your credit card statement will show the charge is from ASPIRA NYS PARKS or RAO NY STATE PARKS.

Step 4: Submit the Application:

- When you're ready to submit the form, click the yellow “Finish” button on the upper right-hand corner of the screen. A pop-up screen will appear to confirm the form was submitted. No other steps are needed unless you need to mail in a check for payment.
- If a second signer was entered at Step 1, they will receive an email from DocuSign requesting that they sign the application. **Please note the OPRHP will not receive the application until all parties have signed.** We recommend notifying the second signer once you have signed so that they know to expect the email request.
- Once both parties have signed, you will receive an email from DocuSign with a link to your submitted application. This is not the final copy, just a record that you successfully submitted.

Once your application is processed and reviewed by our staff, you will receive an email with a link to download the form, which will include your certified application review. Please be sure to **download and review** the final copy that you receive so that you are aware of any comments or conditions for your project. You should retain a copy for your records and make note of the project number on the Application Review sheet.

If you have questions about the status of your application, contact the Incentives & Planning Unit staff member assigned to your county. <https://parks.ny.gov/shpo/contact/>

Historic Homeownership Rehabilitation Credit Application



New York State
Parks, Recreation and
Historic Preservation

New York State offers the credit based on New York State Consolidated Tax Law- Article 11: Part 1: Section 606.

PART 1 & 2

(Please refer to the Application Instructions before completing)

1. **Address of Property:** _____

City/Town/Village: _____ County: _____ Zip: _____

2. **Owner:** Name(s): _____

Mailing Address (if different than property): _____

City/Town/Village: _____ Zip: _____

Phone Number: _____ Email Address: _____

3. **Project Contact:** (If other than owner)

Name and Address: _____

Phone Number: _____ Email Address: _____

4. Checklist (Required):

A. Program Qualification Requirements (see Application Instructions)

- State/National Register Listed (individually or contributing to a Historic District) Yes ☐ No ☐

Name of Historic District: _____

Approximate date of original construction: _____

- Located in a Qualifying Census Tract Yes ☐ No ☐
- Project expenditures will be a minimum of \$5000 Yes ☐ No ☐
- At least 5% of project expenditures are for exterior work Yes ☐ No ☐

(If you checked **No** to any of the above questions, you may not qualify for the credit. Please contact DHP staff.)

B. Does the home have an income-producing component? Yes ☐ No ☐

(i.e. multi-family, home office, B&B, etc. If yes, you must complete the Project Completion Work Sheet for Income-Producing Homes with your Part 3 application)

If **yes**, indicate the percentage of the square footage that you live in: _____%

C. Has work of the project begun? Yes ☐ No ☐

(If yes, please include a brief description of what work is already in progress and why)

D. Total anticipated project cost \$ _____

E. I give permission to share submitted images for program promotion Yes ☐ No ☐

5. Disclaimer:

The New York State Office of Parks, Recreation and Historic Preservation (OPRHP) does not provide legal, tax or accounting advice; the information provided is intended to be general in nature; and tax credit applicants are strongly encouraged to consult their own professional tax, accounting and legal advisors on individual tax matters, or consult the NYS Department of Taxation and Finance or the Internal Revenue Service (IRS). OPRHP is not responsible for the information or advice provided as it may affect the specific tax consequences to any individual (including sole proprietor), corporate, partnership, estate or trust taxpayer, which will depend on many other facts and circumstances. The information is for the general benefit of persons interested in obtaining certifications from OPRHP that may allow them to qualify for federal or state historic properties tax credits. Given the frequency of changes in federal and state tax laws, regulations and guidance, of necessity, the information cannot be expected to be completely current and it represents a good faith effort to reference controlling laws and regulations as accurately as possible.

I have read the above statement. Initial here: _____

6. Income Waiver:

Will your New York Adjusted Gross Income for the tax year in which you claim the credit be above \$60,000? Yes ☐ No ☐

- If the “**Yes**” box is checked, your **\$25** processing fee must be submitted with this application
- If the “**No**” box is checked, your income level qualifies you for an exemption from NYS processing fees

The above statement is true. Initial here: _____

Note: Offering a false instrument for filing to a public officer could subject you to misdemeanor or felony charges under Penal Law Sections 175.30 and 175.35.

7. Attachments (required unless otherwise noted):

- ☐ Photos of the accessible sides of the building's exterior, and numbered photos showing all areas of the proposed work
- ☐ Site Plan Photo Key - Show us where the photos were taken by placing each photo number on a sketch or simple plan view of each floor (see the Application Instructions for example)
- ☐ Approval of the local preservation commission or equivalent (if applicable, not required)
- ☐ Architects' or contractors' drawings and specifications (if they were created for the project)
- ☐ Manufacturer's Product information for new materials/products being installed (ex. windows, doors, roofing)

8. Signatures:

Owner Signature: _____ Date: _____

Owner (2) Signature: _____ Date: _____

Part 2 - Project Work Sheet

**Please note that costs indicated in the Part 2 work sheet can be approximated values of the anticipated expenditures provided by the applicant. Contractor estimates are not required for Part 2 approval. Exact numbers of final costs will be submitted with the Part 3.*

[illegible]

Part 2 - Project Work Sheet continued

Photo # (Key photos to construction plans if they are submitted)	Title of Work Proposed	Existing Condition	Proposed Work	Anticipated Cost*
Total Anticipated Cost:				

Additional Project Work Sheet pages can be uploaded as attachments if necessary.

The worksheets are complete. **Initial here:** _____

Historic Homeownership Rehabilitation Credit Part 1&2 Application Review



New York State
Parks, Recreation and
Historic Preservation

New York State offers the credit based on New York State Consolidated Tax Law- Article 11: Part 1: Section 606.

FOR STATE USE ONLY

Project Number: _____

Part 1 Certification: *The Property is a Certified Historic Structure:* ☐ Yes ☐ No ☐ Pending

Name of Historic District: _____

Part 1 Reviewer Signature: _____ Date: _____

Part 2 Certification: *The proposed rehabilitation work is consistent with the Standards:*

☐ Yes ☐ Yes (see attached Conditions Sheet) ☐ No

Part 2 Reviewer Signature: _____ Date: _____

Reviewer Email Address: _____

*****The above signed certification indicates that the applicant may proceed with the work as described.*****

Thank you for applying for the New York State Historic Homeownership Rehabilitation Credit for the rehabilitation project at your home. New York State offers the credit based on New York State Consolidated Tax Law- Article 11: Part 1: Section 606.

The above certifications mean that you may start the project as described. If the scope of work changes during the process, please submit an amendment sheet for review and approval.

Once your project is complete, you will need to submit the Part 3 application. Upon review and approval of the Part 3, OPRHP will issue a Certificate of Completion (COC) for you to use when you file your state income tax return (refer to NYS Tax form IT-237). The tax credit is taken in the year in which Part 3 certification is issued. Please note that it can take up to 30 days for our office to process your application. Therefore, we strongly recommend submitting your Part 3 no later than December 1 in the year in which you plan to take the credit. If you have any questions, please feel free to contact the Part 2 reviewer listed above.

Sincerely,

R. Daniel Mackay
Deputy Commissioner for Historic Preservation
Deputy State Historic Preservation Officer

parks.ny.gov/shpo/tax-credit-programs/

Historic Homeownership Rehabilitation Credit Fee Payment Authorization



New York State
Parks, Recreation and
Historic Preservation

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PAYMENT METHOD: ☐ Check ☐ Credit Card

Check Date: _____ **Check Number:** _____ **Check Amount:** \$ _____

Make checks payable to NYSOPRHP and include the NYS Project Number in the check memo

Print a copy of this page and Mail to: NYS DHP, Peebles Island State Park, PO Box 189, Waterford, NY 12188-0189

CARD TYPE: ☐ Amex ☐ Visa ☐ Discover ☐ MasterCard

CARD NUMBER: _____ **Exp. Month:** _____ **Exp. Year:** _____

V CODE: _____ (three-digit code on back of card, or for Amex 4-digit code on the front)

NAME ON CARD: _____

CARD HOLDER PHONE NUMBER: _____

BILLING ADDRESS: ☐ Check if same as Mailing Address for Historic Property

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

TOTAL AMOUNT TO BE PROCESSED: \$ _____

Please be advised your credit card statement will show the charge is from ASPIRA NYS PARKS RES or RAO NY STATE PARKS

To submit your application, select the yellow "Finish" button located in the upper right-hand corner of the screen. A pop-up screen will appear confirming the form has been submitted.

No other steps are necessary. Save this email as confirmation of payment. Office of Parks, Recreation, and Historic Preservation (OPRHP) staff will review your application. They will reach out to you if any additional information is needed. After review, you will receive an email with a copy of the final certified form.

Office use only

Processed by:

Comments: