



Submitting your Amendment Sheet Online via DocuSign

When you are ready submit an Amendment Sheet, click the blue “Amendment Online Application” button. The DocuSign form will open in a new window.

AMENDMENT 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 do not start a new form if you start a form and lose access.** If for some reason you cannot access the form that you started, send an email to historic.taxcredit@parks.ny.gov.

Step 2: Fill in the Form

- Section 1: Enter the project number. The number can be found at the upper right of the Application Review sheet received from the Division for Historic Preservation (DHP) when your Part 1&2 application was approved.
 - If you cannot find your project number, please contact your Part 2 reviewer.
- Section 2: Complete the owner information.
- Section 3: Enter your additional work items in the worksheet. Note: you only need to submit an amendment sheet to add new work items to your project. It is not necessary to submit an amendment for changes in cost or if you decide not to complete a work item that was approved on your Part 1&2.
 - If additional photos are needed for the new work items, please upload them. 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 4: 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.



Step 3: Submit the Form

- 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.
- You will receive an email confirmation after you application is submitted, and it will contain a link that will allow you to download a copy of your form.
- After your application is reviewed, you will receive another email with a link to download the completed form, which will include your review certification. We recommend you download and save a copy of the completed form for your project records.

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 2: Amendment Sheet

Instructions: Use this form if you want to make a change or add additional work items to the previously approved Part 1 & 2 application. There is no fee to file an amendment.

1. **Project Number:** _____ (See top of the Part 1 & 2 review sheet)

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

Address of Property: _____

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

Phone Number: _____ Email: _____

Photo #	Title of Work Proposed	Existing Condition	Proposed	Estimated Cost
Total Estimated Cost:				

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

3. Signatures:

Owner Signature: _____ Date _____

Owner (2) Signature: _____ Date _____

Historic Homeownership Rehabilitation Credit Part 2 Amendment Review



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FOR STATE USE ONLY

Project Number: _____

Amendment Number: _____

Part 2 Amendment Certification: *The proposed rehabilitation work on your home at*

continues to be 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 submitting the amendment to your application for the New York State Historic Homeownership Rehabilitation Credit. The above certification means that you may proceed with the work as described.

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/