

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 3: Request for Certification of Completed Work

(Please refer to the Application Instructions before completing)

1. **Project Number:** ___ PR ___ (See top of certified Part 1 & 2 application form)

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

Mailing Address: _____

City/Town/Village: _____ County: _____ NY ZIP: _____

Phone: _____ Email: _____

Historic District (if not individually listed): _____

3. Project Dates:

Date project work began: _____ Date project work ended: _____

4. Attachments: (Required, see instructions)

- Project Completion Work Sheet with final project costs
- Project Completion Work Sheet for Income-Producing Homes (if applicable)
- Photographs of all areas of completed work, keyed to site/floor plans
- Part 3 review fee must be submitted with this application (see Fee Schedule below)

Final Rehabilitation Expenses of:	Fee:
<input type="checkbox"/> \$5,000 - \$9,999	\$25.00
<input type="checkbox"/> \$10,000 - \$49,999	\$75.00
<input type="checkbox"/> \$50,000 - \$99,999	\$175.00
<input type="checkbox"/> \$100,000 - \$149,999	\$275.00
<input type="checkbox"/> \$150,000 - \$199,999	\$375.00
<input type="checkbox"/> \$200,000 - \$250,000 and above	\$475.00
<input type="checkbox"/> I am exempt from fees based on Part 1&2 income waiver (NY AGI below \$60,000)	

5. Attestation:

I attest that the information provided on this page and the following page(s) is correct to the best of my knowledge, and it is consistent with the work described in Part 1 & 2 of this application.

6. Signatures:

Owner Signature: _____ Date _____

Owner(2) Signature: _____ Date _____

Part 3 - Project Completion Work Sheet:

Include final costs of preapproved qualified expenses only. Materials must be installed, work must be paid for, and photos of all areas where work was done must be included (see Application Instructions regarding photos). If your home has an income-producing component, complete the Project Completion Work Sheet for Homes with Income-Producing Components in place of this work sheet.

Photo #	Short Description of Completed Work	Final Cost
Total Project Cost (Must be \$5,000 or more and at least 5% must be exterior work)		

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

The worksheets are complete. Initial here: _____

Historic Homeownership Rehabilitation Credit Certificate of Completion



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FOR STATE USE ONLY

Project Number: ___ PR ___

Part 3 Certification:

The work was completed as proposed and the costs are consistent with the work completed.

Name of Historic District: _____

Total Qualified Rehabilitation Expenditures: \$ _____

Part 3 Reviewer Signature: _____ Date: _____

Reviewer Email: _____

Thank you for submitting Part 3 of your application for the New York State Historic Homeownership Rehabilitation Credit. The above certification confirms that the New York State Office of Parks, Recreation, and Historic Preservation has approved the Request for Certification of Completed Work. Therefore, the OPRHP certifies that the project is complete, and this project is now closed. If there is any future work on your property, please submit a new Part 1 & 2 application and reference any previously approved project numbers.

Please retain this Certificate of Completion, the Department of Taxation and Finance may ask you to provide a copy to substantiate your tax credit claim. To claim the credit, complete NYS tax form IT-237: Claim for Historic Homeownership Rehabilitation Credit and submit it with your tax filing.

Historic Homeownership Rehabilitation Credit Fee Payment Authorization



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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: