



Submitting your Part 1&2 Application Form via DocuSign:

The below instructions will guide you through the steps to submit your Historic Homeownership Rehabilitation Credit Part 1&2 application via DocuSign. We recommend reviewing the [Application Instructions](#) document before beginning the application.

When you are ready to complete your Part 1&2 application, click the blue “Submit Application” button on the [tax credit page](#). A link to start the form through DocuSign will open in a new window.

**SUBMIT
APPLICATION**

Please be prepared to complete the form once you open the link. If you need to step away from your computer, save your progress by:

- Click the “Finish Later” button on the blue options ribbon at the top of the page.
- A dialogue box will open and your email address that you used to begin the form will auto-populate.
- Click ‘save and close’. A link will be sent to your email for you to complete later.
- **Please do not start a new form if you have a saved form in progress.**

Step 1: Signer Information

- Enter in your name and email address when prompted. If there is a second homeowner, enter their name and email address. Click “Begin Signing” to start filling in the form.

Step 2: Fill in the Form

- 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.
 - If you cannot combine the photos, please make sure that you are uploading JPG image files, other file formats are not accepted.
- 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 [Community Engagement Unit](#) staff.
 - If you need more space, additional project work sheet pages can be downloaded [here](#) 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. 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 NYSOPRHP and write “Homeownership Credit” in the check memo. Then, print a copy of the Fee Payment page and mail it along with the check to:
 - OPRHP
 - PO Box 189
 - Waterford, NY 12188-0189
- To print the form for check payments: Once you have completed a submitted the form, DocuSign will email you a copy of your form. Download the form and print the Fee Payment Authorization page.
- 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.

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 unless you need to mail in a check for payment.
- You will receive an email confirmation after you application is submitted, and it will contain a link that will allow you to download your completed form.

Once your application is reviewed by, you will receive another email with a link to download the form, which will include your certified application review.