

# 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:**    P R    (See top of certified Part 1 & 2 application form)

2. **Owner:** Name(s): \_\_\_\_\_

Project Address : \_\_\_\_\_

City/Town/Village: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Historic District (if not individually listed): \_\_\_\_\_

3. **Project Dates:**

Date project work began: \_\_\_\_\_ Date project work ended: \_\_\_\_\_

4. **Attachments:** (Required unless otherwise noted, see instructions)

- ☐ Photographs of all areas of completed work (digital images on a CD or USB/flash drive are preferred)
- ☐ Project Completion Work Sheet for Income-Producing Homes (if applicable)
- ☐ Part 3 review fee (must be submitted with this application if applicable, see Fee Schedule below)

**Final Rehabilitation Expenses of:**

- ☐ \$5,000 - \$9,999
- ☐ \$10,000 - \$49,999
- ☐ \$50,000 - \$99,999
- ☐ \$100,000 - \$149,999
- ☐ I am exempt from fees based on Part 1&2 income waiver (NY AGI below \$60,000)

**Fee:**

- \$25.00
- \$75.00
- \$175.00
- \$275.00

5. **Attestation:**

By signing below, 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 \_\_\_\_\_

Please note that the credit is claimed for the tax year in which your COC is issued. If your Part 3 application is **received** after December 31st, the COC will be issued for the next year, which will delay the claim 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 and attach 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
<b>Total Project Cost</b> (Must be \$5,000 or more and at least 5% must be exterior work)		

*Additional Project Work Sheet pages can be attached if necessary.*