

# 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:** \_\_\_\_\_ (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:**

- \$5,000 - \$9,999
- \$10,000 - \$49,999
- \$50,000 - \$99,999
- \$100,000 - \$149,999
- \$150,000 - \$199,999
- \$200,000 - \$250,000 and above
- 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
- \$375.00
- \$475.00

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
<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 uploaded as attachments if necessary.*

**The worksheets are complete.**                      **Initial here: \_\_\_\_\_**

# Historic Homeownership Rehabilitation Credit Certificate of Completion



New York State  
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## FOR STATE USE ONLY

Project Number: \_\_\_\_\_

### Part 3 Certification:

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

Property Address: \_\_\_\_\_

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. If you have any questions, please feel free to contact the Part 3 reviewer indicated above.

Sincerely,

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

[parks.ny.gov/shpo/tax-credit-programs/](http://parks.ny.gov/shpo/tax-credit-programs/)

# 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: