

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