

Historic Homeownership Rehabilitation Credit



- **20% of the cost of qualified rehabilitation expenditures, up to \$50,000 in credit per taxable year**
- **The credit is applied to your New York State income tax liability**
- **You must spend at least \$5,000, with 5% of work on the exterior**
- **The program is currently good through December 31, 2024**

Historic Homeownership Rehabilitation Credit



- **The credit is offered in accordance with New York State Consolidated Tax Law- Article 11: Part 1: Section 606**
- **The Office of Parks, Recreation & Historic Preservation reviews the technical work through our 3 part application process**
- **You must file NYS Tax form IT-237 with your NYS income tax filing in order to claim the credit**



- **Applications need to be submitted and approved before the work starts, the program does not cover work already completed**
- **Only hard copy applications with original signatures can be accepted**
- **You must pay the associated review fees if applicable**
- **Reviews can take up to 30 days**
- **You claim the credit the year that your Part 3 is approved**

Part 1 & 2 – Submit before work starts

Historic Homeownership Rehabilitation Credit Application



Parks, Recreation, and Historic Preservation

PART 1 & 2

(Please refer to the Application Instructions before completing)

1. Address of Property: _____
City/Town/Village: _____ County: _____ Zip: _____

2. Owner: Name(s): _____
Mailing Address (if different than property): _____
City/Town/Village: _____ Zip: _____
Phone Number: _____ Email Address: _____

If more than one owner, attach sheet with 2nd owner's name/contact information. Include the % of ownership for each.

3. Project Contact: (If other than owner)
Name and Address: _____
Phone Number: _____ Email Address: _____

4. Checklist (Required):

- A. Program Qualification Requirements (see Application Instructions)
- State/National Register Listed (individually or contributing to a Historic District) Yes No
Name of Historic District: _____
 - Approximate date of original construction: _____
 - Located in a Qualifying Census Tract Yes No
 - Project expenditures will be a minimum of \$5000 Yes No
 - At least 5% of project expenditures are for exterior work Yes No

(If you checked **No** to any of the above questions, you may not qualify for the credit. Please contact DHP staff)

B. Does the home have an income-producing component? Yes No
(I.e. multi-family, home office, B&B, etc. If yes, you must complete the Project Completion Work Sheet for Income-Producing Homes with your Part 3 application)
Indicate the percentage of the square footage that you live in: _____

C. Has work of the project begun? Yes No
(If yes, please attach description of what work is already in progress and why)

D. Total estimated project cost \$ _____

E. I have enclosed:

- Exterior photos of all visible elevations of the house
- Photos of all areas of proposed work keyed to site/floor plans
- Project worksheet(s) describing proposed work
- Approval of local preservation commission or planning board (if applicable, not mandatory)
- Construction Plans (if applicable to the project)
- Manufacturer's Product information (if applicable to the project)
- Processing Fee (see Application Instructions for Fee Schedule)

F. I give permission to share submitted images for program promotion Yes No

5. Disclaimer:

The New York State Office of Parks, Recreation and Historic Preservation (OPRHP) does not provide legal, tax or accounting advice; the information provided is intended to be general in nature; and tax credit applicants are strongly encouraged to consult their own professional tax, accounting and legal advisors on individual tax matters, or consult the NYS Department of Taxation and Finance or the Internal Revenue Service (IRS). OPRHP is not responsible for the information or advice provided as it may affect the specific tax consequences to any individual (including sole proprietor), corporate, partnership, estate or trust taxpayer, which will depend on many other facts and circumstances. The information is for the general benefit of persons interested in obtaining certifications from OPRHP that may allow them to qualify for federal or state historic properties tax credits. Given the frequency of changes in federal and state tax laws, regulations and guidance, of necessity, the information cannot be expected to be completely current and it represents a good faith effort to reference controlling laws and regulations as accurately as possible.

I have read the above statement Initial here: _____

6. Income Waiver:

Will your New York Adjusted Gross Income for the tax year in which you claim the credit be \$60,000 or below? Yes No

If the "Yes" box is checked:

- The processing fee will **not** be charged
- Your Part 2 form **must** be signed, and your signature **must** be notarized (below)

If the "No" box is checked

- Your signature does not need to be notarized
- Your processing fee check must be included with this application (See page Application Instructions for fee schedule)

Penal Law Section 175.35 states: Offering a false instrument for filing is a class E felony.

State of _____, County of _____

On this _____ day of _____, 20____, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the forgoing instrument, and _____ he duly acknowledged to me that _____ he executed the same for the purposes indicated therein.

Notary Public, _____
(signature) (Please affix stamp)

7. Signatures: (Original signatures are needed, scanned or copied forms will not be accepted)

(If more than two owners, attach a sheet with the additional owner's signature(s) and date(s))

Owner Signature: _____ Date: _____

Owner (2) Signature: _____ Date: _____

FOR STATE USE ONLY Part 1

Review number assigned: _____ Fee Paid: Yes No

Notary Signature: Yes No Check # _____ Date: _____ Amount: _____

Fee is correct: Yes No Indicate if fee was returned: Yes No Date Returned _____

Part 2 - *Sample* Work Sheet:

**Please note that costs indicated in the Part 2 work sheet can be approximated values of the anticipated expenditures provided by the applicant. Contractor estimates are not required for Part 2 approval. Exact numbers of final costs will be submitted with the Part 3.*

Photo # (Key photos to a construction plan)	Title of Work Proposed	Existing Condition	Proposed Work	Estimated Cost*
1, 2, and 3	1. Roofing	Worn out and leaking asphalt shingle roof. <i>(Provide photos showing condition).</i>	Install new 3-tab asphalt shingles. Include all repairs, underlayment, etc.	\$10,500.00
4, 5, and 6	2. Masonry Repointing	Mortar is loose on the rear of the building.	New mortar will match the historic mortar in all qualities including strength, color, texture and tooling.	\$1,000.00
7,8, and 9	3.Porch repair	Rotted wood floor, railings, and steps	Repairs will be made in kind to match the historic features in all qualities including material, dimensions, and design	\$8,000.00
10,11, and 12	4.Window repair, storms	Deteriorated, drafty windows.	Window repairs in kind to match, install triple track aluminum storms on the exterior. Meeting rail will line up with the historic windows and a factory finish will match the window finish. Weather stripping will be added.	\$2,000.00
13 and 14	5. Kitchen renovation	Dated features	New cabinetry, tile floor, sink and painting. <i>(Note: Appliances are not eligible expenses)</i>	\$10,000.00
N/A	Building Permit	N/A	N/A	\$500.00
Total Estimated Cost:				\$32,000.00

Examples of Qualified Rehabilitation Expenses



- **Structural Systems, including foundations, roofs, floor joists and ceiling/attic rafters**
- **Roofs, including coverings, rafters, soffits, gutters**
- **Exterior walls - brick, wood & stone repair, paint, cornices**
- **Porches, stoops, window rehab or replacement, masonry**

Examples of Qualified Rehabilitation Expenses



- Interior work, including floors, walls, stairs, ceilings, trim, paint
- Building systems, including heating, ventilation, electrical, plumbing, insulation and weatherproofing, solar

Note: if the homeowner is providing labor, only material costs may be claimed for the work.

Installing Solar on Historic Properties



*Solar Panels Should Not Be Visible From a Principle Elevation -
or, Where the Public can Generally See Them*

Qualified Expenses for Solar Projects: Modules/Panels, Inverter, Powerhouse, Mounts, etc. Roofing Upgrades - Electric or System Upgrades - Labor

****Solar can be placed offsite- garages, sheds, ground mounted, etc.***

Expenses that Do Not Qualify



- Appliances such as stoves, refrigerators, washers and dryers
- Work outside the building footprint, such as landscaping, paving, fencing, or work on detached outbuildings
- Work that does not meet the Secretary of the Interior Standards

Part 2: Amendment Sheet – Submit to add work items to project

**Historic Homeownership
Rehabilitation Credit
Application**



**Parks, Recreation,
and Historic Preservation**

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: P R (See top of the Part 1 & 2 approval letter)
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:				

3. Signatures: (Original signatures are needed, scanned or copied forms will not be accepted)

Owner Signature: _____ Date _____

Owner (2) Signature: _____ Date _____

Part 3 – Submit when work is complete

Historic Homeownership Rehabilitation Credit Application



Parks, Recreation, and Historic Preservation

PART 3: Request for Certification of Completed Work

(Please refer to the Application Instructions before completing)

1. Project Number: P R (See top of the Part 1 and 2 approval letter)
2. Owner: Name(s): _____
 Mailing Address: _____ C/T/V _____ NY ZIP _____
 Home Phone: _____ Cell Phone: _____ Email: _____
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 Fee included or No fee submitted. Notarized waiver signed with Part 1-2 application
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: *(Original signatures are needed, scanned or copied forms will not be accepted)*
 Owner Signature: _____ Date _____
 Owner(2) Signature: _____ Date _____

FOR STATE USE ONLY PART 3
 Review number assigned: _____ Part 3 Fee Paid: Yes No
 Check # _____ Date: _____ Amount: _____
 Fee is correct: Yes No Indicate if fee was returned: Yes No Date Returned _____

Part 3 - Project Completion Work Sheet: *(Print and complete additional sheets as needed)*
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)		

THIS COMPLETED PAGE MUST ACCOMPANY YOUR PART 3 SUBMISSION

Income-Producing Homes



- Homes with rental apartments, offices, B&Bs, etc. are still eligible
- You can only claim a portion of the cost of work on the exterior and in shared interior spaces (basements, attics, shared halls).
- You can claim 100% of the cost of work done in the portion in which you reside.

Other Resources:

Weatherization Assistance Program

<https://otda.ny.gov/workingfamilies/wap.asp>

Home Energy Efficiency Programs

<https://www.nyserda.ny.gov/All-Programs/home-energy-efficiency-upgrades>

Christina Vágvölgyi

christina.vagvolgyi@parks.ny.gov

(518) 268-2217