

# TEXAS HISTORICAL COMMISSION

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## Texas Historic Preservation Tax Credit Application Instructions Amendment Form

All forms must be fully completed with all information necessary to fully evaluate the project. Incomplete forms or missing documentation will result in applications being placed on hold while additional information is requested.

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**Property information:** This information should match the corresponding section of the Part A and B applications.

**Application purpose:** Please check one box that describes why this application is being submitted.

**Contact Information:** Applicant is the person or entity who will receive the credits. Project Contact is usually the person who completed the forms and who will serve as the primary point of communication with the THC. Property owners must be identified in cases where the applicant does not own the property.

**Amendment summary:** Use this page to present the additional or altered project information, address previously issued conditions, or describe any other changes to the project.

**Photographs, plans, and other documentation:** Attach photos, plans, or other documents as necessary to support the information being presented.

Photos must be labeled and formatted according to directions on page 12 of the Application Guide.

Photos must also be numbered and keyed to site plans and floor plans.

Architectural or engineering plans must be printed at a size that allows all notes to be legible.

Information in the amendment can also reference photos and drawings previously submitted with the Part B application, but must clearly note which documents to refer to.

**The applicant must sign and date the form.**

Acceptable signatures are: 1) Digital signatures using a digital ID; 2) Scanned or digitized versions of an original handwritten signature; or 3) Scanned PDFs of original wet-signature applications.

**If applying for both state and federal credits:** submit the electronic file of the state form, including all pages. With your federal application, submit one total copy of all photographs, maps, and other supporting documentation; duplicates the state program are not needed.

**If applying for the state credits only:** submit the electronic file of the state form with one copy of all photographs, maps, and other supporting documentation.

**Applications and all supporting documents must be submitted to our office electronically at:**  
<https://xapps.thc.state.tx.us/TaxCredits2>



**Summarize supplementary or amended information.** Attach additional pages if necessary.

**THC Official Use Only**

The Texas Historical Commission has reviewed the Historic Preservation Tax Credit Application: Amendment for the above-named property and has determined that:

- The proposed rehabilitation work described in the amendment is consistent with the character of the property and, where applicable, with the district in which it is located, and meets the *Secretary of the Interior's Standards for Rehabilitation*. This letter is a preliminary determination only, since a formal certification of rehabilitation can be issued to the owner(s) of a certified historic structure only after rehabilitation work is complete and found to conform to the description provided in the application.
- The proposed rehabilitation work described in the amendment will meet the *Secretary of the Interior's Standards for Rehabilitation* if the attached conditions are met
- The proposed rehabilitation work described in the amendment is not consistent with the historic character of the property or the district in which its located, and does not meet the *Secretary of the Interior's Standards for Rehabilitation*.

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Texas Historical Commission Authorized Signature

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Date