

TEXAS HISTORICAL COMMISSION

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.

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>

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Texas Historic Preservation Tax Credit Application Amendment Form

Read instructions carefully before completing application. No certification will be made unless a completed, signed application form has been received. Type or print clearly in black ink. If additional space is needed, attach blank sheets. Please submit only **one** copy of this application and supporting materials. Applications must be submitted electronically to the Texas Historical Commission at <https://xapps.thc.state.tx.us/TaxCredits2>. E-mailed, mailed, or faxed applications will not be accepted.

Note: If you wish to participate in the Federal program, you must submit the appropriate Federal application(s) to the THC. Visit www.nps.gov/tps to download applications.

Please Check One: **State and Federal Project** **State Only Project**

Property Name: _____

Property Address: _____
Street City County Zip Code

State Project ID: THPTC - _ - - **Federal Project ID: NPS #** _____

- This form** Includes additional information requested by THC for an application currently on hold
 Amends a previously submitted Part A Part B Part C application.
 Updates applicant or contact information

Applicant (if different from owner listed below)			Project Contact		
Name			Name		
Organization			Organization		
Address			Address		
City	State	Zip	City	State	Zip
Telephone	Email		Telephone	Email	
Property Owner 1			Property Owner 2 (list additional owners on separate page)		
Name			Name		
Organization			Organization		
Address			Address		
City	State	Zip	City	State	Zip
Telephone	Email		Telephone	Email	

Applicant Agreement		
<p>I hereby swear or affirm, under penalty of perjury, that the information which has been provided in this application is, to the best of my knowledge, true, correct, and complete. I further swear or affirm that I am the owner or have the authority to act on behalf of the owner(s) of the above-described property (within the meaning of <i>owner</i> set forth in Title 13, section 13.1 of the Texas Administrative Code). If I am not the owner of this property, the owner(s) is/are aware of the action I am taking relative to this application, and has no objection.</p>		
<p>_____</p> <p>Applicant Signature</p>	<p>_____</p> <p>Applicant name</p>	<p>_____</p> <p>Date</p>

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*.

Texas Historical Commission Authorized Signature

Date