

# TEXAS HISTORICAL COMMISSION

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## Texas Historic Preservation Tax Credit Application Instructions Part C: Request for Certification of Completed Work

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.

**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.

**Project Information:** Please fill out all blanks as accurately as possible.

Dates must include month, day, and year. The Placed in Service date must match the Placed in Service documentation submitted along with the application. Please see below for additional information. Project costs should be based on final estimates and may differ from the estimates entered in the Part B application. Other information in this section is used to track the impacts of the program.

**Placed in Service documentation:** This verifies the date that work on the project was completed. This date will be printed on your Certificate of Eligibility and be used in paperwork submitted to the Comptroller's office.

Preferred documentation includes a Certificate of Occupancy or an Architect's Certificate of Substantial Completion. If your project does not require either of these, please contact the THC to determine what other documentation may suffice.

**Photographs:** Attach photos of the completed project to document that all work was completed as described in your Part B application. Photos should generally correspond to photos submitted with your Part B, and must include overall views of the building and site, along with detail images of areas where work was undertaken. If applicable, also submit any photos specifically requested to fulfill Part B conditions.

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.

**The applicant AND owner, if separate from the applicant, must sign and date the form.**

Valid signature types 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 other files: photographs, maps, and other supporting documentation; duplicates for 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>

**The required review fee,** in the amount indicated by the Fee Schedule on Page 12 of the THPTC Application Guide, must be submitted by check. Label your check with the property name and "Tax Credit Program."

Please submit checks with the Fee Transmittal Form found at: [https://www.thc.texas.gov/public/upload/forms/THPTC\\_Fee\\_Transmittal\\_2023.pdf](https://www.thc.texas.gov/public/upload/forms/THPTC_Fee_Transmittal_2023.pdf)

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## Texas Historic Preservation Tax Credit Application Part C: Request for Certification of Completed Work

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](http://www.nps.gov/tps) to download applications. **State application fee is due at the time of submission.**

**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 #** \_\_\_\_\_

<b>Primary Applicant</b> (will receive Certificate of Eligibility)				<b>Project Contact</b>		
Name				Name		
Organization				Organization		
Address				Address		
City	State	Zip		City	State	Zip
Telephone		Email		Telephone		Email
<b>Property Owner 2</b>				<b>Property Owner 3</b> (list additional owners on separate page)		
Name				Name		
Organization				Organization		
Address				Address		
City	State	Zip		City	State	Zip
Telephone		Email		Telephone		Email

<b>Project Information</b>			
Total project cost / Qualified Rehab. Expenditures:		Total \$ _____	Qualified \$ _____
Project start date / Placed In Service or completion date:		Start date _____	Completion _____
Documentation provided for Placed In Service date:		Certificate of Occupancy	Architect's Certificate of Substantial Completion
Property use before / after rehabilitation:		Before _____	After _____
Check all that apply: <input type="checkbox"/> Non-residential real property (e.g. restaurant, retail, warehouse, or office used by a taxable entity)			
<input type="checkbox"/> Residential rental property <input type="checkbox"/> State institution of higher education			
<input type="checkbox"/> Tax exempt use property <input type="checkbox"/> Lessee (Term of lease: _____)			
Property value before / after rehabilitation:		Before _____	After (est.) _____
Floor area before / after rehabilitation:		Before _____ sqft	After _____ sqft
Number of housing units before / after rehabilitation:		Before _____	After _____
Number of jobs created in this project (est):			
Architecture firms, developers, and/or construction companies involved in project:			

**Applicant Agreement**

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 been the owner in the year the building was placed in service, and, if applicable, have the authority to act on behalf of the owner(s) of the above-described property, (within the meaning of *owner* set forth in Title 13, section 13.1 of the Texas Administrative Code), and that I have incurred qualified rehabilitation expenditures as defined by Section 47(c)(2), Internal Revenue Code, for the above project.

**Release of Project Financial Information**

I understand that the information I have provided in this Texas Historic Preservation Tax Credit application may be subject to release to the public under the Texas Public Information Act, Texas Government Code Chapter 552 (the "Act"). I also understand that under Subchapter C of the Act, certain information, including project costs, may be excepted from required disclosure if I timely demonstrate to the Office of the Attorney General of Texas that an exception to mandatory disclosure applies. By checking the appropriate box below, I hereby waive my right to assert that an exception applies to information I have provided in the Project Information section of the application and grant THC permission to release this information in response to a records request submitted to THC under the Act without notifying me. I further authorize THC to use application information I provide in the Project Information section in THC publications or on THC's website to publicize and promote the Texas Historic Preservation Tax Credit and projects certified through the program. Applicant responses below do not affect approval or disapproval of this application.

Yes, I authorize THC to release information provided in the Project Information section as described above.

No, I do not authorize release of information provided in this Application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Date

**THC Official Use Only**

Application fee received on \_\_\_\_\_

The Texas Historical Commission has reviewed the complete Historic Certification Application for the above-listed structure and has determined that:

- The completed rehabilitation meets the Secretary of the Interior's Standards for Rehabilitation and is consistent with the historic character of the property or the district in which it is located. Effective the date indicated below, the rehabilitation of the certified historic structure is hereby designated a "certified rehabilitation." This letter of certification is to be used in conjunction with Texas Comptroller regulations. Questions concerning specific tax consequences or interpretation should be addressed to the appropriate Texas Comptroller office. Completed projects may be inspected by an authorized representative of the THC to determine if the work meets the Standards for Rehabilitation.
- The rehabilitation is not consistent with the historic character of the property or the district in which it is located and that the project does not meet the Secretary of the Interior's Standards for Rehabilitation.
- The project (or portions thereof) does not appear to meet the program's eligibility requirements.

\_\_\_\_\_  
Texas Historical Commission Authorized Signature

\_\_\_\_\_  
Date