

What To Do If You Have Already Started The Rehabilitation Of Your Property

Please note, all guidance clearly states that owners start projects prior to certification at their own risk.

No project can be approved unless it meets the *Secretary of the Interior's Standards for Rehabilitation*. The Standards for Rehabilitation are the criteria used to determine if a rehabilitation project qualifies as a certified historic rehabilitation. The intent of the Standards is to promote the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy, and encompass the exterior and the interior of historic buildings. If the project does not meet these Standards, no part of the credit may be claimed.

Important points to consider:

- All elements of the rehabilitation project shall be consistent with the Standards. Portions of a project that are not in conformance with the Standards may not be exempted. Conformance to the Standards will be determined on the basis of the application documentation and other available information by evaluating the property, as it existed before the beginning of the rehabilitation project.
- Inappropriate rehabilitation measures include, but are not limited to: improper masonry repointing techniques; improper exterior masonry cleaning methods; improper introduction of insulation where damage to historic fabric would result; and incompatible additions and new construction on historic properties. In almost all situations, these measures and treatments will result in denial of certification.
- The project must have adequate photographic documentation. The property subject to rehabilitation must be photographed prior to doing work for Part 1 and Part 2 approval, in addition to photographs of the completed work for Part 3. Without photographs the project cannot be reviewed, thus disqualifying it for the credit.
- When pursuing the state tax credit, the Department within one year after the final expense is incurred or the final certificate of occupancy is issued must receive adequately documented application forms.
- When pursuing the federal tax credit, the taxpayer must request on or before the date the property is placed in service a determination from the NPS that the building is a certified historic structure. This is accomplished with the submission of Part 1 of the Historic Preservation Certification Application. If Part 1 of the application is not submitted prior to when the property was placed in service, the taxpayer will not be eligible for the rehabilitation tax credit.

If you have already begun work, please submit the Part 1, Evaluation of Significance, and/or Part 2, Description of Rehabilitation, as soon as possible. Part 3 of the application, Request for Certification of Completed Work, is used to request certification of a completed rehabilitation project. If a project is completed before preparing Part 2 of the application, the applicant should prepare Parts 2 and 3 simultaneously. If the project does not meet the Standards, the Department will advise the applicant of that fact in writing and, where possible, the Department will advise the project applicant of necessary revisions to meet the Standards.