COMMONWEALTH OF VIRGINIA

DEPARTMENT OF HISTORIC RESOURCES

**STATE HISTORIC REHABILITATION TAX CREDIT PROGRAM**

**HISTORIC PRESERVATION CERTIFICATION APPLICATION**

**BILLING STATEMENT**

To cover costs associated with the processing of Part 2 and Part 3 of the State Tax Credit Application, fees are charged in accordance with the fee schedule included below. These fees cover the cost of processing the state application only, and will not be applied to the cost of processing the federal government’s National Park Service Historic Preservation Certification Application.

***Please note that review of the application will begin only when valid payment for processing fees is received.***

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| **Name of property:**  Address of property: Street City County State VA Zip  Estimated cost of rehabilitation:  **Project contact:** Name Street City  State Zip Daytime Telephone Number  **Owner:** Name Organization  Social Security or Taxpayer Identification Number Street City State Zip Daytime Telephone Number |

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| Part 2 Review Fees:  *Choose the processing fee that corresponds to the estimated cost of rehabilitation. Upon completion of the project, fees charged will be adjusted as necessary, depending upon the actual cost of rehabilitation.* Estimated Cost Part 2 Review Fee Less than $100,000……………………………………....…$250  $100,000 to $249,999……………………………..…......…$500  $250,000 to $499,999………………………….…………$1,000  $500,000 to $999,999…………………………..……...…$2,000  $1,000,000 to $1,999,999……………………….……..…$4,000  $2,000,000 to $3,499,999…………………………...……$5,000  $3,500,000 to $4,999,999…………………..….…………$7,000  $5,000,000 and above…..…………………..…....….……$8,000 | Part 3 Review Fees:  *If the actual costs exceed the estimated costs upon which a Part 2 fee was previously paid, please adjust accordingly. If the actual costs are less than the estimated costs upon which a Part 2 fee was previously paid, please indicate so that we may issue a refund.* Actual Cost Part 3 Review Fee Less than $100,000…………………………………………$250  $100,000 to $249,999………………………………………$500  $250,000 to $499,999……………………….……………$1,000  $500,000 to $999,999………………………….…………$2,000  $1,000,000 to $1,999,999……………………..………….$4,000  $2,000,000 to $3,499,999……………………..………….$5,000  $3,500,000 to $4,999,999………………………..……….$7,000  $5,000,000 and above…..…………………..….….…...…$8,000 |

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| **Expedited Review Fees:**  *Upon request, if the current workload at the department permits, the department may review complete, fully documented applications within five business days. The director reserves the right to refuse requests for expedited review if the current workload at the department so warrants.* Actual Cost Expedited Review Fee Less than $100,000…………………………………………$500  $100,000 to $249,999………………………………….…$1,000  $250,000 to $499,999……………………….……………$2,000  $500,000 to $999,999………………………….…………$4,000  $1,000,000 to $1,999,999……………………..………….$8,000  $2,000,000 to $3,499,999……………………..………...$10,000  $3,500,000 to $4,999,999………………………..……...$14,000  $5,000,000 and above…..…………………..….….…….$16,000 | **Send your fee payment with this form to:**  Tax Credit Division  Virginia Department of Historic Resources  2801 Kensington Avenue  Richmond, Virginia 23221   * Please indicate whether you are sending Part 2 or Part 3 review fee. Checks should be made out to Virginia Department of Historic Resources. * *Review fees may be claimed as an eligible expense.* * To inquire about expedited review, please contact   Elizabeth Tune at (804) 482-6093 or  [Elizabeth.Tune@dhr.virginia.gov](mailto:Elizabeth.Tune@dhr.virginia.gov). |