

COMMONWEALTH OF VIRGINIA – DEPARTMENT OF HISTORIC RESOURCES
VIRGINIA HISTORIC REHABILITATION TAX CREDIT PROGRAM
PRELIMINARY INFORMATION FORM (PIF)

IMPORTANT!!!

As you begin the Virginia Historic Rehabilitation Tax Credit Program process, please determine whether your property falls within an existing historic district, has been determined eligible for listing, or is listed on the Virginia Landmarks Register (VLR) and National Register of Historic Places (NRHP). If none of these is the case, please refer to the information below regarding the basic required submission for evaluation. A review by the DHR Evaluation Team will be necessary for your tax credit project to proceed, so please make sure to provide ALL necessary documentation needed for this review.

Importantly, this does **not** mean that a property is being nominated to the VLR or NRHP at this time. Rather, the property is being evaluated to determine if it qualifies for such listings, and thus is eligible to pursue rehabilitation tax credits. If your property is not in a listed district or individually listed, you cannot qualify for tax credits unless the property is found individually eligible for listing. Location within a historic district that is eligible but not actually listed is not sufficient by itself. Determinations of individual eligibility will be made by DHR's Evaluation Team and State Review Board based on the information presented, and applicants will be notified of these entities' recommendations.

To contact the Virginia Department of Historic Resources Archivist (Quatro Hubbard) to determine if previous survey material for a property is on file, and if the resource has been previously evaluated by DHR you may call (804) 367-2323, ext. 26440, or email Quatro.Hubbard@dhr.virginia.gov. The archivist will also give you the address of the regional office to which you should send your completed materials.

Should you need a Preliminary Information Form (PIF), you may download a copy from our web site at <https://www.dhr.virginia.gov/historic-register/register-forms-for-downloading/>.

Before submitting a PIF form, please make sure that you have included the following:

- Labeled USGS Quadrangle map
- Sketch site plan map of property
- 4 labeled B&W exterior photos
- 4 labeled B&W interior photos
- General surrounding photos (labeled)
- Completed Resource Information Sheet, including
 - Owner's signature
 - Applicant's contact information
 - City or County Official's contact information
- A note somewhere on the form that you are applying for tax credits.

Thank you for taking the time to submit this Preliminary Information Form in fulfillment of your tax credit proposal. Your interest in Virginia's historic resources helps provide better stewardship of our cultural past.

If you have further questions regarding the process of full registration you may contact:

Lena McDonald
Register Program Historian
804-482-6439
Lena.Mcdonald@dhr.virginia.gov