

# Application for Historic Preservation Tax Credit

Owner's Name \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

I. In accordance with Chapter 52, Article VI, of the Montgomery County Code, I request a credit to my County property taxes for the following work:

\_\_\_\_ Restoration and preservation work for an individually-designated historic site or historic resource within a historic district which was the subject of an approved Historic Area Work Permit (HAWP) and qualifies under Chapter 52, Article VI.

\_\_\_\_ Ordinary maintenance on a historic site or historic resource within a historic district where the amount expended exceeds \$1,000.

II. The property is listed on the *Master Plan for Historic Preservation* as:

Site Name or Historic District: \_\_\_\_\_

Address: \_\_\_\_\_

Property Tax Account Number: \_\_\_\_\_

HAWP Number (if applicable): \_\_\_\_\_

Building Permit Number (if applicable): \_\_\_\_\_

III. I have completed the Receipts Transmittal Form on the reverse and am forwarding all necessary receipts and photographs. \_\_\_\_ (check or initial)

## **NOTE: Please Submit 2 Copies of the Complete Application**

### How To Apply For The Historic Preservation Tax Credit

1. For projects completed and paid for during the previous year, file the tax credit application form and attachments with the HPC. The address is printed below. APPLICATIONS SHOULD BE POSTMARKED BY APRIL 1.

2. Complete both the Application Form and the Receipts Transmittal Form and return them together with documented receipts and clear, print photographs thoroughly showing the completed work. Please attach photographs to single sides of 8 1/2" x

11" paper, labeling the photographs on the front. Proof of payment must be shown by receipts marked "paid" or by canceled checks.

The receipts must be itemized so that eligible exterior expenses are clearly marked and separated from any non-eligible expenses. If your receipt shows one price for a project that also included interior work or new construction, have your contractor break down the eligible expenditures. Expenditures must be clearly listed on the Receipts Transmittal Form and keyed to the copies of the receipts.

