

INSTRUCTIONS FOR PART 1 APPLICATION

STATE INCOME TAX CREDIT FOR REGISTERED CULTURAL PROPERTIES

(Pursuant to the Income Tax Act and the Corporate Income Tax Act, Section 7-2-18.2 and section 7-2A-8.6, NMSA 1978 respectively.)

Please Note: *Part 1 Applications must be approved at a regularly scheduled meeting of the Cultural Properties Review Committee (CPRC) **PRIOR** to commencement of work, including, but not limited to, purchase of materials or labor. The completed application must include all items requested in order to be considered. Send completed application to:*

NM Historic Preservation Division
Department of Cultural Affairs
407 Galisteo Street, Suite 236
Santa Fe, NM 87501

*Property owners are strongly encouraged to send applications **30 days** before the posted CPRC meeting date on our website <http://www.nmhistoricpreservation.org/> Applications must be in our office 14 days prior to the CPRC meeting.*

1. PROPERTY IDENTIFICATION

Provide the address, including street, city, county, and zip code for the property under consideration. If the property is located within a State Register Historic District, please include the name and State Register (SR) number of the district and a map of the district marked to indicate the property. For individually listed State Register properties, provide the property name as listed, the SR number, and a map of the area marked to indicate the property.

2. OWNER IDENTIFICATION

Provide the name(s) and contact information for the property owner(s). Include the mailing address (street or P.O. Box, city, zip code), telephone numbers, email addresses, and the Taxpayer Identification Number (TIN) or the last four digits of the social security numbers of the owner(s).

3. DESCRIPTION PROPERTY AND PHOTOGRAPHS

Provide a brief description of the property including the existing exterior and significant interior details; number of stories; roof form and materials; basic floor plan; construction details and materials; and alterations and dates (if known.) Also describe distinctive architectural features, such as woodwork and trim, fireplaces, stairways, and/or hardware.

Provide photographs that adequately show all exterior sides of the building(s). Include photographs of interior features that are distinctive and are described in the above-requested narrative as well as those that will be rehabilitated in the project. Include close-ups of work areas.

DESCRIPTION OF PROPERTY AND PHOTOGRAPHS (CONTINUED)

Photos must be printed out separately (not embedded in the form) on digital photo paper, in color, at a minimum size of 4x6", preferably by a dedicated photo printer, such as those available at retail stores, copy centers, discount clubs, or on-line. Photos must be labeled and numbered on the back with property address, date, location or explanation of view, and keyed (cross-referenced) by number to the narrative description. For large or complex properties, key photos to a floor plan or diagram.

4. DESCRIPTION OF PROPOSED REHABILITATION/ PRESERVATION WORK

Describe the entire project. A separate block should be used to describe work proposed for a specific feature (e.g., windows, roof, stairs) or building systems (e.g., plumbing, heating, electrical.) Describe each feature and its current condition, and in the corresponding block, describe the proposed work. If available, please include architectural drawings or sketches keyed by sheet number to the descriptions.

This section should include all work proposed for the property within the project time period, not only items that are eligible for the credit under the program. Use **4a** to describe work items **eligible for tax credit** and **4b** to describe any allowable work that is not **not eligible** for tax credit (such as new construction or additions.)

Please refer to the *State Tax Credit Guide* available on HPD's website regarding eligible expenses, program standards, etc. at <http://www.nmhistoricpreservation.org/assets/files/grants-loans-tax/2018-SITCDescription%26Guidelines.pdf>

Please include additional description sheets as needed. When additional space is needed for any item, for sections 4a and 4b, or elsewhere, print out additional application pages or use a blank sheet. List the item number for which additional information is provided.

NOTE: Substantial changes to the scope of a project described in this application require the prior approval of the CPRC (use the *Part 1 Amendment Form*.) **Failure to comply with the CPRC's approval conditions or unapproved changes may result in the loss of all credit for the project.** If you have questions or would like to discuss any approval conditions or project changes, please contact HPD's Tax Credit Coordinator (see below.)

5. COST ESTIMATE OF PROPOSED WORK

Provide an estimate of the costs for each proposed work item per section #4a and 4b above. The figures should be derived from contractors' written proposals. Contractors' written estimates are required for highly visible work, such as roofing, stucco, repair of windows, substantial expenses, work that affects character-defining historic features, and all but very minor items. Contractors' written estimates should be attached to the application. At its discretion, the CPRC may require contractors' written estimates prior to approval.

6. PROJECT STARTING DATE AND COMPLETION DATE

Indicate an approximate starting and completion date for the project. Work for which tax credit is sought must be completed and the expenses incurred within the 24-month period. The 24-month period begins on the date of the CPRC's Part 1 approval. **NOTE: No costs expended/incurred prior to the CPRC's Part 1 approval date or after the expiration of the 24-month approval period will be eligible for credit.**

7. OWNER'S SIGNATURE

The owner(s) **must** provide original signature(s) and date.

If the applicant is the registered agent/manager of an LLC or corporation that owns the property, they must state this and provide ownership information.

We recommend retaining a copy of the completed application for your reference.

If you have any questions, please visit our website at <http://www.nmhistoricpreservation.org/programs/tax-credits.html> or contact Harvey Kaplan, Tax Credit Program Coordinator at (505) 827-3971 or by email at harvey.kaplan@state.nm.us.

NOTE: When the project is completed, a *Part 2 Application: Certification of Completed Work* must be submitted. The CPRC has to approve the completed project and certify the eligible expenses for the 50% tax credit in order to complete the State Income Tax Credit to Registered Cultural Properties process. Part 2 must be submitted within 60 days of completion of the project, but in no event later than January 25th of the following calendar year. Please see the *Part 2 Instructions and Application* for more information.