

## **INSTRUCTIONS FOR PART 2 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 use this form to request certification of completed work for tax credit.**

***Please Note:*** Part 2 Applications must be submitted within 60 days of completion of project but no later than January 25<sup>th</sup> of the calendar year following completion. The completed application must include all items requested in order to be considered. Send the 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. For individually listed State Register properties, provide the property name as listed and the SR number.

#### **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. PROJECT STARTING DATE AND COMPLETION DATE**

Provide accurate starting and completion dates for the project. These dates must coincide with the cost documentation. **NOTE: No costs incurred prior to the CPRC approval date or after the 24-month approval period will be eligible for credit.**

#### **4. PROJECT COSTS**

Provide documentation of the actual costs of the completed project by submitting invoices and receipts along with copies of cancelled checks, bank or card statements, or other written forms of payment documentation. Coordinate costs as closely as possible to the categories used in the *Part 1 Application*. In a separate table, list costs of work items excluded (not eligible for tax credit) from the project by the CPRC or the *State Tax Credit Guide* (available at: <http://www.nmhistoricpreservation.org/assets/files/grants-loans-tax/2018/NMSITCGuidelines.pdf> )

## 5. DESCRIPTION OF COMPLETED WORK

Provide labeled and numbered photographs of work items relating to each architectural feature as well as photos of the overall building and property. The features should correspond to those described in the *Part 1 Application*. New photographs of the completed features should closely duplicate the “before” photographs provided in the *Part 1 Application*. Briefly describe the rehabilitation treatment and include the cost for each feature.

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.

Please include additional description sheets as needed. When additional space is needed for any item in *Part 2*, print out additional application pages or use a blank sheet. List the item number for which additional information is provided.

## 6. 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 that 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](mailto:harvey.kaplan@state.nm.us).

NOTE: After the completed work and eligible expenses are approved by the CPRC, a certification letter is sent to the owner along with a copy of the approved Part 2 application form signed by the CPRC chairperson. Copies of the documents are needed to file your NM state income tax return. The approval letter includes instructions for filing for the credit and the NM Historic Preservation Division's log number at the bottom of the letter is considered the certificate number by the NM Taxation and Revenue Department.