

INSTRUCTIONS FOR PART 1 AMENDMENT 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 provide additional information to an already submitted *Part 1*; or add new work items and costs; or make changes to an approved *Part 1*.

Please Note: *Part 1 Amendments must be approved at a scheduled meeting of the Cultural Properties Review Committee (CPRC) **PRIOR** to commencement of amendment work. **Approved Amendments neither extend the current 24-month Part 1 approval period nor raise the cap in expenses eligible for the tax credit.** The completed application must include all items requested in order to be considered. Send the completed application electronically to:*

NM.SHPO@dca.nm.gov

*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 (if not already provided.) 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 (if not already provided.)

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 **complete** Taxpayer Identification Number(s) (TIN) or the **complete** social security number(s) of the owner(s).

3. DESCRIPTION OF REHABILITATION/PRESERVATION WORK

Provide a **brief** description of the additional work or changes to the previously submitted Part 1 application. A separate block should be used to describe work for each specific feature (e.g. plumbing, electrical, windows.) Describe each feature and its present condition, and in the corresponding block, describe the proposed work. If not already included in the Part 1 application, include color photos, labeled and numbered if appropriate, of each feature and cross-reference in the description blocks.

DESCRIPTION OF REHABILITATION/PRESERVATION WORK (CONTINUED)

Color photos must be included in the application. If photographs of each facade were not already provided in the Part 1 Application, please provide them here. It is preferred that photos are keyed to a floor plan or site plan of the building. Numbers may be used in the narrative to reference proposed changes. For large or complex properties or projects, supporting diagrams or drawings are helpful in evaluating projects

Use section 3a to describe work eligible for the tax credit and section 3b for any allowable work that is not eligible for credit (such as new construction or additions). Please include additional description sheets as needed.

4. COST ESTIMATE OF PROPOSED WORK

Provide an estimate of the costs for the proposed additional work or changes. Coordinate the costs as closely as possible to the descriptions of work for each feature. The figures should be derived from contractors' written proposals or, in some cases, applicant's estimates may suffice for small items. Contractors' written estimates should be attached to the Amendment.

5. OWNER'S SIGNATURE

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

Please be aware that substantial changes to the scope of a project described in an application and amendment require the approval of the CPRC. Failure to contact the Historic Preservation Division and obtain CPRC approval may result in the loss of all tax credits.

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 Matt Saionz, Tax Credit Program Coordinator by email at matt.saionz@dca.nm.gov or by telephone at 505-827-4040.