

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 25th of the calendar year following completion. 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. 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 **complete** Taxpayer Identification Number (TIN) or **complete** Social Security number(s) 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 color 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.

Color photos must be included in the application. 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

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

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.