Instructions

* Please answer the questions below.
* Hand-written applications will not be accepted.
* Applications should be completed using Microsoft Word only.
* Please paste the required photographs into this document.
* Applications will only be accepted by email. Please send the application as an attachment to Erin Fink at [Erin.Fink@ct.gov](mailto:Erin.Fink@ct.gov).
* Screen-shots and PDFs as attachments will not be accepted.
* A confirmation receipt will be sent by email within 48 hours.
* Please allow 30 days for review.
* Additional program information can be found here: <https://portal.ct.gov/DECD/Content/Historic-Preservation/02_Review_Funding_Opportunities/Tax-Credits/Historic-Homes-Rehabilitation-Tax-Credit>

**Required Information**

Homeowner’s Full Name:

Address of Historic Property (Number, Street Address, City/Town):

Homeowner’s Email Address:

Homeowner’s Phone Number:

Who is completing this application (homeowner, consultant, non-profit housing corporation):

Consultant’s Full Name and Company Name:

Consultant’s Email Address:

Housing Corporation Name:

Housing Corporation FEIN:

Date of Part 2 Application Approval:

Project # assigned:

Reservation # assigned:

What is the reason for the change in scope of work? Please explain and mark NA to those that don’t apply.

Adding work item:

Deleting work item:

Modifying existing work item:

How will this change affect the budget?

|  |  |  |
| --- | --- | --- |
| Project | Anticipated Costs: | Final Costs or Proposed Change in Costs: |
| Example: Project 1, 13 Windows | Benson Restoration, $28,000 | Piper LLC, $15,000 |
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|  | Total: | Total: |

**Owner Certification:** I hereby attest that I am the owner of the building or a non-profit housing corporation described above and that the information I have provided is, to the best of my knowledge, correct. I understand that falsification of factual representations in the application may be subject to legal sanctions.

I understand that the CT SHPO has 30 days to review this application.

I understand that no work can be completed before the Part 1 and Part 2 applications have been approved by the CT SHPO.

Signature of Owner:

--write name here--

Date:

**Additional Owner Certification:**

I understand that a tax credit reservation is issued when the part 2 application is approved. The reservation is the amount of money set aside while the owner completes the project—it is calculated based on 30% of the total anticipated project costs. The applicant has 5 years to complete the work before the reservation amount expires. SHPO adds a 10% contingency.

I understand that by statute there is no provision for increasing the amount of a tax credit reservation if the work comes in higher in cost than anticipated.

I understand that the reservation turns into the voucher when the part 3 application is approved. The final voucher amount may vary from the reservation amount. At the end of the project, the applicant will earn the lesser of either the tax credit reservation, or 30% of the project’s final qualified rehabilitation expenditures.

Signature of Owner:

--write name here--

Date: