

Colorado Historic Preservation Income Tax Credit

Part 2 –Application Instructions

Applicants applying for either the [“Traditional” Tax Credit Program](#) or the [Residential Tax Credit Program](#) should use this Part 2 Application. Information on the two tax credit programs, including eligible work items, fees and submittal information, can be found in the two tax credit customer guides. Additional information is also available at denvergov.org/preservation.

The Part 2 tax credit application should be submitted after all work in the Part I application has been completed. With the “Traditional” Tax Credit Program only, the project must be completed within 24 months of beginning work (or receiving tax credit approval, whichever is earliest) and the Part 2 application must be submitted within 60 days of completing work (typically date of last contractor invoice).

All fields are required unless otherwise noted on the application form. *Please note that some questions on the application form do not pertain to the Residential Tax Credit Program.* Landmark Preservation will determine whether an application is complete, and may request additional information. The instructions below correlate with numbered items on the application form.

- 1. TAX CREDIT TYPE:** Please check whether you are applying for the “Traditional” Tax Credit Program or the Residential Tax Credit Program. You can only choose one. If you have questions on which program applies to your project, please read the customer guides or refer to information on the [Landmark Preservation website](#).
- 2. PROPERTY INFORMATION:** Provide the name and address (include street, city, county and zip code) as well as the legal description of the property which qualifies for the tax credit. Provide the name of the historic district if the structure is located within a designated historic district, or name of the individual landmark if individually designated. Be sure to specify both the general type of property (personal, business, or investment), as well as the specific use (residential, retail, wholesale/manufacturing, office, etc.). For the Residential Tax Credit Program, the property must be an owner-occupied residence, with the exception of a residential tenant of at least 5 years.
- 3. OWNER/TAX CREDIT APPLICANT:** Provide information on the property owner (taxpayer). If more than one taxpayer intends to claim the credit, include on a separate sheet the name and address for all taxpayers intending to claim the credit. If a tenant(s) is planning on claiming the credit, please indicate such in the last blank in this section.
- 4. PROJECT CONTACT:** Specify the contact person for the project (may be applicant, owner, tenant, or a third party). If the project contact is the same as the Owner/Tax Credit Applicant in item 2. above, write “same” in blank asking for name.
- 5. PAYMENT:** “Traditional” Tax Credit projects costing \$15,001 or more will require additional payment with the Part 2 application. There are no Part 2 fees for the Residential Tax Credit Program. If paying by check, please include check with application. If paying by credit card, check credit card as method of payment. Do not include credit card information on the application. City cashier will contact you directly to finalize payment.
- 6. PROJECT COSTS:** Provide the total actual cost for all of the proposed work that qualifies for the tax credit. Additional detailed invoices are required to be attached to the application – see the checklist on the following page. Refer to the appropriate Tax Credit Customer Guide for a list of qualifying work items. Also, include the total actual cost for the project including project expenses that don’t qualify for the tax credit. Unanticipated expenses for a qualifying work item are acceptable, as long as they are documented. *For example, the original bid for repair to a tile roof was \$20,000; however, the discovery of more broken tiles than originally anticipated brought the actual cost to \$27,000.*

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Part 2 – Application Instructions - Continued

7. **PROJECT DATES:** The Project Start date is the date that work started or that the Landmark Preservation Commission certified the Part 1 project as approved, whichever occurred first. The Project End date is date when the project was completed, typically the date of the last contractor invoice. *For "Traditional Tax Credit" projects, the work must be completed in a 24-month period, with a possible 24-month extension. The extension must be requested in writing and approved by the Landmark Preservation Commission at least 60 days prior to the end of the initial 24-month period. These time deadlines do not apply to Residential Tax Credits.*
8. **APPLICANT'S SIGNATURE:** Provide signature of all taxpayers claiming the credit (use additional sheets if necessary).

SUPPLEMENTAL INFORMATION REQUIRED:

9. **AFTER PHOTOGRAPHS OF THE BUILDING:** Attach after photographs to adequately show all sides of the structure(s) after project completion – typically one per side - as well as close up photographs showing specific areas where work was completed. Interior photographs are also required for interior work completed for which the applicant is requesting tax credits. Photos must be:
- Color, high resolution, a minimum of 1024 X 768 pixels
 - Clear and focused, without vegetation and obstructions that block views
 - At least 3 ½" by 5" in size
 - Numbered to correlate with Descriptions in 12. below, and labelled with direction, brief description and orientation to the street (For example: "1. Front East Façade of House" or "6. West Side Entry Porch.")
 - Provide in a digital format, preferably combined in a single word document or pdf file (please do not provide Individual jpg, png or tif files), OR printed hard copy. Hard copies should be clipped or stapled; please not binders or plastic covers.
10. **EVIDENCE OF PASSED CITY INSPECTIONS:** For all tax credit qualifying work requiring city inspections, such as mechanical, electrical and plumbing work, please ensure that copies of passed city inspections are included with the Part 2 application.
11. **DESCRIPTION OF REHABILITATION WORKSHEETS:** In the numerical blocks, provide a description of completed work items. A separate block should be used to describe work on each specific feature (use as many additional sheets as necessary). Describe each feature and its post-construction condition, then describe the work's impact to the feature. Include labeled & numbered photographs for each feature. Use as many blocks as needed to completely describe the project. An example is provided.

SUBMITTAL CHECKLIST – Prior to submitting your application use this checklist to confirm that you have included all required materials with your application.	
Check	Required Items
	1-8 Application Form - <i>Fully filled out, and signed by all tax credit applicants, and that contact information is included.</i>
	5. Payment (if applicable) - <i>Either attach check or indicate credit card as method of payment on application form as required for "Traditional" Tax Credit projects. There is no Part 2 fee for the Residential Tax Credit program.</i>
	6. Detailed Cost Invoices – <i>The selected detailed invoices from trades/contractor to cover each work item attached. This is in addition to the total cost information provided in 6. If invoices include both tax credit qualifying and non-qualifying work, clearly demarcate which items in the invoice (through highlighting, etc.) are proposed for the tax credit. For complicated projects, applicant may need to provide an additional summary table.</i>
	9. Photographs (See Instructions Above)
	10. Evidence of Passed City Inspections
	11. Description of Rehabilitation Worksheets (See Instructions on Sample Worksheets)

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Part 2 – Application Form

All information is required except where noted.

1. TAX CREDIT TYPE

Tax Credit Application Type (check only One): Traditional Tax Credit (Generally Income Producing Properties): _____
Residential Tax Credit (Owner-occupied or 5-Year+ Tenant): _____

2. PROPERTY INFORMATION

Name of Registered Historic District or Individually Designated Property _____

Address _____

City _____ Zip Code _____

Legal Description:

Property Type (Must be personal residence for owner to claim the Residential Tax Credit): Personal _____ Business _____ Investment (Rental) _____

Current Use of Property (Must be personal residence for owner to claim the Residential Tax Credit) _____

After Rehabilitation (does not apply to Residential Tax Credit): _____

3. OWNER/TAX CREDIT APPLICANT

First and Last Name of Owner _____

Telephone (_____) _____ E-mail _____

Type of Ownership Entity – check one (Must be Individual for Residential Tax Credit):

Individual _____
Partnership: General _____ Limited _____
Corporation: Regular _____ Subchapter S _____
Limited Liability Company: _____

If Owner is not an Individual (Not applicable for Residential Tax Credit):

Business Name _____

Mailing Address _____

City/Town _____ State _____ Zip _____

Tax Credit Applicant is (check applicable): Owner _____ Tenant _____ If Tenant(s), is lease 5 years or longer? Yes _____ No _____

If more than one taxpayer intends to claim the credit under the Traditional Tax Credit Program, include the name and physical street address (and mailing address if different) for all taxpayers intending to claim the credit on a separate sheet of paper

4. PROJECT CONTACT (Person Completing this Application Form and Primary Contact for Project)

Check Applicable: Applicant _____ Owner _____ Tenant _____ Other _____

First and Last Name (If project contact is owner/applicant, write same) _____

Telephone (_____) _____ E-mail _____

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Property Street Address: _____

5. PAYMENT Check one: Check: _____ Credit Card: _____ Not Applicable (Residential Tax Credit Program): _____
If payment is by credit card, payment is by: Owner: _____ Project Contact: _____
If credit card payment is selected, city cashier will directly contact you to obtain credit card information.

Application Fee Amount \$ _____ (Refer to fee schedule on appropriate tax credit customer guide)

6. PROJECT COSTS

Attach contractor invoices for all work items (see checklist). Any items greater than \$2,000 should be broken down into unit costs.

Total tax credit qualified cost: \$ _____

Total project cost (tax credit qualified and non-qualifying costs combined): \$ _____

7. PROJECT DATES

PROJECT START DATE (dd/mm/yyyy): _____

PROJECT END DATE (dd/mm/yyyy): _____

8. APPLICANT'S SIGNATURE

I hereby attest that I am the property owner or a qualified tenant with a lease of at least 5 years, that all work on this project has been completed and executed according to the proposed project description as stated in Part I and approved by the Denver Landmark Preservation Commission, and that all itemized costs are allowable to claim for tax credits under CRS 39-22-514 (12) (e) and (g) or CRS 39-22-514.5 (2) (k) and (8) (e). I hereby agree to allow representatives from Landmark Preservation to perform a site visit as may be necessary and reasonable for the review and approval of this application, understanding that any such site visit shall be coordinated with the applicant or project contact. I hereby acknowledge that additional information may be required for Landmark Preservation to adequately perform a review of this project, and agree to provide such information upon request.

Signature _____

Date _____

Check Applicable: Applicant _____ Owner _____

Signatures are required for all persons or entities planning to claim the credit. If the application requires additional signatures, please copy this page of the application form and provide dated signatures for each applicant.

9. PHOTOGRAPHS OF THE PROPERTY MUST BE INCLUDED (see instructions)

Provide and attach photographs per instructions.

10. EVIDENCE OF PASSED CITY INSPECTIONS

For all tax credit qualifying work requiring city inspections, such as mechanical, electrical and plumbing work, please ensure that copies of passed city inspections are included with the Part 2 application form.

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Part 2 – Application Form – Description of Rehabilitation Worksheets

Property Street Address: _____

11. DESCRIPTION OF REHABILITATION

In each block below, describe a specific completed work item per the example below. Refer to the photos, drawings and specifications as applicable. Ensure that all work items included in the Part 1 application for the tax credit are included. Other work items included in the project, but not eligible for tax credits, do not need to be included. Copy the Description of Rehabilitation Continuation Worksheets as needed to cover all tax credit work items included in the project.

Architectural Feature: Roof	Photo # 1, 2
Describe completed work: Existing asphalt roof replaced with brown dimensional architectural shingles.	
EXAMPLE	

Describe impact on feature: No more roof leaks.
EXAMPLE

Architectural Feature:	Photo #
Describe completed work:	

Describe impact on feature:

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Part 2 – Application Form – Description of Rehabilitation Continuation Worksheets

Property Street Address: _____

Architectural Feature:	Photo #
Describe completed work:	

Describe impact on feature:

Architectural Feature:	Photo #
Describe completed work:	

Describe impact on feature:

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Part 2 – Application Form – Description of Rehabilitation Continuation Worksheets

Property Street Address: _____

Architectural Feature:	Photo #
Describe completed work	

Describe impact on feature:

Architectural Feature:	Photo #
Describe completed work:	

Describe impact on feature:
