

# Historic Homeownership Rehabilitation Credit Application



**Parks, Recreation,  
and Historic Preservation**

## PART 3: Request for Certification of Completed Work

*(Please refer to the Application Instructions before completing)*

1. **Project Number:** \_\_\_ PR \_\_\_ (See top of the Part 1 and 2 approval letter)

2. **Owner:** Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town/Village: \_\_\_\_\_

ZIP \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Historic District (if not individually listed): \_\_\_\_\_

### 3. **Project Dates:**

Date project work began: \_\_\_\_\_ Date project work ended: \_\_\_\_\_

### 4. **Attachments:** *(Required, see instructions)*

Project Completion Work Sheet with final project costs

Project Completion Work Sheet for Income-Producing Homes (if applicable)

Photographs of all areas of completed work, keyed to site/floor plans

Part 3 Fee included (see Application Instructions for Fee Schedule) **or**  No fee submitted

(Notarized waiver signed with Part 1-2 application)

### 5. **Attestation:**

I attest that the information provided on this page and the following page(s) is correct to the best of my knowledge, and it is consistent with the work described in Part 1 & 2 of this application.

### 6. **Signatures:** (Original signatures are needed, scanned or copied forms will not be accepted)

Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Owner(2) Signature: \_\_\_\_\_ Date \_\_\_\_\_

Mail completed form to: OPRHP, PO Box 189, Waterford, NY 12188

#### FOR STATE USE ONLY PART 3

Review number assigned: \_\_\_\_\_ Part 3 Fee Paid: Yes  No

Check # \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Fee is correct: Yes  No  Indicate if fee was returned: Yes  No  Date Returned \_\_\_\_\_

**Part 3 - Project Completion Work Sheet:** *(Print and complete additional sheets as needed)*  
*Include final costs of preapproved qualified expenses only. Materials must be installed, work must be paid for, and photos of all areas where work was done must be included (see Application Instructions regarding photos). If your home has an income-producing component, complete the Project Completion Work Sheet for Homes with Income-Producing Components in place of this work sheet.*

Photo #	Short Description of Completed Work	Final Cost
<b>Total Project Cost</b> (Must be \$5,000 or more and at least 5% must be exterior work)		

**THIS COMPLETED PAGE MUST ACCOMPANY YOUR PART 3 SUBMISSION**