

## CHECK LIST FOR APPLICATION COMPLETENESS

*Projects applying for both state and federal tax credits must submit all of the following items:*

### FEDERAL PART 1 & 2 APPLICATION:

- Signed original Part 1 application form
- Fed ex account number for shipping application to Washington (optional, but substantially reduces review time at federal level. If not submitted with application, it will be mailed standard USPS – which takes approx. 3 weeks)
- Credit card form for fee billing (federal form) – optional but also significantly expedites federal review.
- Signed original Part 2 application form, filled out completely
- Good quality photos in duplicate. All photos must be labeled as described in instructions. Digital prints on plain paper are not acceptable – see Photographic Requirements (web site) .
- Duplicate applications
- Existing and proposed floor plans (in duplicate)
- Site plan of historic district for Part 1 (in duplicate)
- Indication of scattered site project, if applicable, in cover letter

### STATE PART 1 & 2 APPLICATION (If applying for state credits also)

- State application forms Part 1 & 2
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*Projects applying for state tax credits only must submit all of the following items:*

### STATE PART 1 & 2 APPLICATION ONLY (not applying for federal credits)

- Good before photos (see Photographic Requirements)
  - Signed original federal Part 1 application
  - Signed original federal Part 2 application, filled out completely (est. cost, project start date, area, and description of work)
  - Existing and proposed floor plans
  - State application Part 1 & 2
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### STATE & FEDERAL COMPLETION REPORTS (Part 3's)

- Accountant's Cost Certification for state Part 3
  - Covenant for state Part 3
  - State Part 3 application form filled out in its entirety and signed
  - Good "after" photographs showing completed work, in duplicate.
  - Fed ex account number for shipping Federal tax credit package to Washington
  - Credit card form for Federal fee billing (federal form)
  - Federal Completion Report form filled out in its entirety and signed, in duplicate.
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### STATE-ONLY COMPLETION REPORTS (not applying for federal credits)

- Accountant's Cost Certification for state Part 3
- Covenant for state Part 3
- State Part 3 application form filled out in its entirety and signed
- Good quality "after" photographs showing completed work.