

Substantial Rehabilitation Credit checklist

See *HPCA application instructions* <https://www.nps.gov/tps/tax-incentives/application.htm> for further guidance.

Federal Historic Preservation Certification Application - Part 1 - Evaluation of Significance

- Submit two completed Federal Part 1 Historic Preservation Certification Applications with the owner's original signature on both copies.
- If the property is located within a historic district, provide a map of the district (two copies), clearly identifying the lot on which the building is located.
- Two sets of good, clear, labeled photographs.
- Provide a Federal Express account number for billing. All materials forwarded to the National Park Service will be shipped overnight Fed Ex. The account provided to the Commission will be billed.

Please note that submission of Part 1 is generally not required if the property is individually listed in the National Register of Historic Places. However, if the property is individually listed, and consists of more than one building, a Part 1 must be submitted that documents all of the buildings within the listing.

Part 2 - Description of Rehabilitation Work

- Submit two completed Federal Part 2 Historic Preservation Certification Applications with the owner's original signature on both copies.
- Two sets of good, clear, labeled photographs showing the condition of the property prior to rehabilitation work.
- Numbered architectural drawings keyed to the application narrative.
- Federal fee payment form, if applicable.
- Part A of the [Maine State Rehabilitation Tax Credit Reporting Form](#)
- Provide a Federal Express account number for billing. All materials forwarded to the National Park Service will be shipped overnight Fed Ex. The account provided to the Commission will be billed.

Part 3 - Request for Certification of Completed Work

- Submit two completed Federal Part 3 Historic Preservation Certification Applications with the owner's original signature on both copies.
- Two sets of good, clear, labeled photographs showing the condition of the property after rehabilitation work.
- Federal fee payment form, if applicable.
- Part B of the [Maine State Rehabilitation Tax Credit Reporting Form](#)
- Provide a Federal Express account number for billing. All materials forwarded to the National Park Service will be shipped overnight Fed Ex. The account provided to the Commission will be billed.

