



Submitting your Part 3: Request for Certification of Completed Work Form Through DocuSign

Please review this guide and the sample application at the end of this document before beginning the online form. If you have questions about completing your application, please contact your Part 2 reviewer.

When you are ready to complete your Part 3: Request for Certification of Completed Work, click the blue “Part 3 Online Application” button. A link to start the form through DocuSign will open in a new window.

PART 3 ONLINE APPLICATION

Step 1: Signer Information

Enter in your name and email address when prompted. If there is a second homeowner, enter their name and email address. Click “Begin Signing” to start filling in the form.

Please note that if you aren’t prepared to complete the application in one sitting, you need to click the “Finish Later**” button on the blue banner at the top of the page. A new window will open showing the email address that you used to initiate the form (you do not need to type in your email). Click ‘Save and Close’ and a link will be sent to your email so that you can return to the form. **Please do not start multiple forms.** If you lose access to an in-progress form, email historic.taxcredit@parks.ny.gov and a link to your form will be sent to you.

Step 2: Fill in the Form

- Section 1.: Enter the project number. The number can be found on the Part 1 & 2 Application Review sheet that came back with your completed Part 1&2 application.
 - If you cannot find your project number, please contact your Part 2 reviewer.
- Section 2: Complete the owner information
- Section 3. Enter your project start and end dates
- Section 4. Attachments are required to complete your form. Please use the second page of the form, the Project Completion Worksheet, to indicate the associated photo for completed work item, a description of the work, the final cost of each work items, and the total cost for your project.
 - Photos are needed for Part 3 approval. The best way to submit your photos is to combine them into a single document (Word or PDF), and then upload that by clicking on the attachment icon in the form.
 - If you cannot combine the photos, please make sure that you are uploading JPG image files, other file formats are not accepted.



Step 3: Payment Authorization

After you complete the Project Completion Worksheet, you will be directed to the Fee Payment Authorization page. The amount you owe will autofill on this form based on your response to the Final Rehabilitation Expenses question in Section 4.

You can submit payment with a check or securely with a credit card.

Check Payments:

- If submitting a check, please make checks payable to NYSOPRHP and include your project number (ex. 25PR00000) in the check memo. Then, print a copy of the Fee Payment page and mail it along with the check to:

OPRHP
PO Box 189
Waterford, NY 12188-0189

- To print the form for check payments: Once you have completed a submitted the form, DocuSign will email you a copy of your form. Download the form and print the Fee Payment Authorization page.
- Your application will not be processed until your check is received.

Credit Card Payments:

- Enter your credit card and billing information. A DHP staff member will securely process your payment after the form has been submitted. Your credit card statement will show the charge is from ASPIRA NYS PARKS or RAO NY STATE PARKS.

Submit the Form:

- When you're ready to submit the form, click the yellow "Finish" button on the upper right-hand corner of the screen. A pop-up screen will appear to confirm the form was submitted. No other steps are needed unless you need to mail in a check for payment.
- You will receive an email confirmation after you application is submitted, and it will contain a link that will allow you to download your completed form.
- After your application is reviewed, you will receive another email with a link to download the form, which will include your Certificate of Completion.

Historic Homeownership Rehabilitation Credit Application



New York State
Parks, Recreation and
Historic Preservation

New York State offers the credit based on New York State Consolidated Tax Law- Article 11: Part 1: Section 606.

PART 3: Request for Certification of Completed Work

(Please refer to the Application Instructions before completing)

1. **Project Number:** _____ (See top of certified Part 1 & 2 application form)

2. **Owner:** Name(s): _____

Mailing Address: _____

City/Town/Village: _____ County: _____ NY ZIP: _____

Phone: _____ Email: _____

Historic District (if not individually listed): _____

3. Project Dates:

Date project work began: _____ Date project work ended: _____

4. Attachments & Fee Payment: (Required, see instructions)

- Photographs of all areas of completed work
- Project Completion Work Sheet for Income-Producing Homes (if applicable)
- Part 3 review fee must be submitted with this application (see Fee Schedule below)

Final Rehabilitation Expenses of:	Fee:
<input type="checkbox"/> \$5,000 - \$9,999	\$25.00
<input type="checkbox"/> \$10,000 - \$49,999	\$75.00
<input type="checkbox"/> \$50,000 - \$99,999	\$175.00
<input type="checkbox"/> \$100,000 - \$149,999	\$275.00
<input type="checkbox"/> \$150,000 - \$199,999	\$375.00
<input type="checkbox"/> \$200,000 - \$250,000 and above	\$475.00
<input type="checkbox"/> I am exempt from fees based on Part 1&2 income waiver (NY AGI below \$60,000)	

Use paperclip icon on next page to upload all photos and attachments.

5. Attestation:

By signing below, 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:

Owner Signature: _____ Date _____

Owner(2) Signature: _____ Date _____

Please note that the credit is claimed for the tax year in which your COC is issued. If your Part 3 application is received after December 31st, the COC will be issued for the next year, which will delay the claim date.

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

The worksheets are complete. Initial here: _____

Historic Homeownership Rehabilitation Credit Certificate of Completion



New York State
Parks, Recreation and
Historic Preservation

New York State offers the credit based on New York State Consolidated Tax Law- Article 11: Part 1: Section 606.

FOR STATE USE ONLY

Project Number: _____

Part 3 Certification:

The work was completed as proposed and the costs are consistent with the work completed.

Property Address: _____

Name of Historic District: _____

Total Qualified Rehabilitation Expenditures: _____

Part 3 Reviewer Signature: _____ Date: _____

Reviewer Email: _____

Historic Homeownership Rehabilitation Credit Fee Payment Authorization



New York State
Parks, Recreation and
Historic Preservation

New York State offers the credit based on New York State Consolidated Tax Law- Article 11: Part 1: Section 606.

PAYMENT METHOD: Check Credit Card

Check Date: _____ **Check Number:** _____ **Check Amount:** \$ _____

Make checks payable to NYSOPRHP and include the NYS Project Number in the check memo.

Print a copy of this page and Mail to: NYS DHP, Peebles Island State Park, PO Box 189, Waterford, NY 12188-0189

CARD TYPE: Amex Visa Discover MasterCard

CARD NUMBER: _____ **Exp. Month:** _____ **Exp. Year:** _____

V CODE: _____ (three-digit code on back of card, or for Amex 4-digit code on the front)

NAME ON CARD: _____

CARD HOLDER PHONE NUMBER: _____

BILLING ADDRESS: Check if same as Mailing Address for Historic Property

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

TOTAL AMOUNT TO BE PROCESSED: \$ _____

Please be advised your credit card statement will show the charge is from ASPIRA NYS PARKS RES or RAO NY STATE PARKS

To submit your application, select the yellow "Finish" button located in the upper right-hand corner of the screen. A pop-up screen will appear confirming the form has been submitted.

No other steps are necessary. Save this email as confirmation of payment. Office of Parks, Recreation, and Historic Preservation (OPRHP) staff will review your application. They will reach out to you if any additional information is needed. After review, you will receive an email with a copy of the final certified form.

Office use only

Processed by:

Comments: