Checklist for submitting **NONINCOME-PRODUCING** Historic Rehabilitation tax credit applications.

HAVE YOU SIGNED, DATED, AND PROVIDED YOUR SOCIAL SECURITY OR TAX I.D. NUMBER ON EACH APPLICATION?

For the Part A - Description of Rehabilitation application, have you provided –

- ☐ One copy of the Part A application, with original signatures?
- ☐ ***** One set of "before" photographs, properly identified (labeled on the back with name of property, street address, city, state, and a brief description of what is shown)? **See below**
- ☐ ***** One set of drawings showing existing and proposed work? **See below**
- ☐ State (HPO) Fee Payment Form, with payment or credit card authorization?

For the Part B - Request for Certification of Completed Work application, have you provided –

- ☐ One copy of the Part B application, with original signatures?
- ☐ One copy of the Attachment 1, **if required**?
- ☐ * One set of "after" photographs, properly identified (labeled on the back with name of property, street address, city, state, and a brief description of what is shown)? **See below**
- ☐ State (HPO) Fee Payment Form, with payment or credit card authorization?

***Projects in counties served by our Eastern and Western offices should submit a second duplicate set of photographs and drawings. These counties are:**

Alexander	Camden	Edgecombe	Jackson	Northampton	Transylvania
Alleghany	Carteret	Gates	Jones	Onslow	Tyrrell
Ashe	Cherokee	Graham	Lenoir	Pamlico	Washington
Avery	Chowan	Greene	Macon	Pasquotank	Watauga
Beaufort	Clay	Halifax	Madison	Perquimans	Wilkes
Bertie	Cleveland	Haywood	Martin	Pitt	Wilson
Buncombe	Craven	Henderson	McDowell	Polk	Yancey
Burke	Currituck	Hertford	Mitchell	Rutherford	
Caldwell	Dare	Hyde	Nash	Swain	

FAILURE TO PROVIDE ANY OF THE ABOVE MAY CAUSE A DELAY IN THE REVIEW OF YOUR APPLICATION.