

South Carolina Historic Rehabilitation Incentives

Certified Rehabilitation Application

S3 – Documentation of Completed Work

Use this form to request verification that the completed rehabilitation of a 'certified historic residential structure' meets the Secretary of the Interior's *Standards for Rehabilitation*. This form is designed to follow the S2 — *Description of Rehabilitation* form, in which the taxpayer describes the proposed rehabilitation work. Send the signed and completed form to State Tax Credit Review, State Historic Preservation Office, SC Department of Archives and History, 8301 Parklane Road, Columbia, SC 29223. Phone: 803-896-6183. <http://shpo.sc.gov>

Please print in ink or type the information that you provide.

1. PROPERTY INFORMATION

Historic Property Name _____ County _____

Address _____ City _____, South Carolina ZIP _____

Use Income-producing — **STOP** — You must complete the federal application instead

Owner-occupied

Mixed-use — **Note: the portion of the building that is an owner-occupied residence is eligible for this program**

% of mixed-use building that is an owner-occupied residence _____

Residence placed in service on (date) _____ Project Number _____

'Rehabilitation expenses' \$ _____ Complete the Rehabilitation Expenses List on the reverse

Total project costs \$ _____ Include all costs associated with the project

2. TAXPAYER'S STATEMENT — By signing this form, I attest that: I have an ownership interest in the building; it is where I reside; it is not actively used in a trade or business; it is not held for the production of income; it is not held for sale or disposition in the ordinary course of my trade or business; and the information provided herein is true and complete to the best of my knowledge. Further, I understand that falsification of factual representations in this application is subject to civil and criminal penalties as provided in 12-54-43 and 12-54-44 of the SC Code of Laws, 1976.

Name _____ Day Phone _____ E-mail _____

Address _____ City _____ State _____ ZIP _____

Social Security Number _____ Signature _____ Date _____

3. ATTACHMENTS

Include the following information with your signed and completed application. We must place incomplete applications on hold until you provide the requested information. Please send complete information with the initial submission.

Complete and signed S3 form, including the Rehabilitation Expenses List on the reverse.

Photographs of the exterior and the interior showing the areas where rehabilitation was performed, as well as overall views of the completed project.

STATE HISTORIC PRESERVATION OFFICE USE ONLY

The completed project as documented in this application was rehabilitated in accordance with the Secretary of the Interior's *Standards for Rehabilitation* as required by Section 12-6-3535(B) of the Code of Laws of South Carolina, 1976. The costs listed on the reverse appear to be 'rehabilitation expenses' as defined in state law.

Taxpayers should note that the Department of Archives and History (Department) reserves the right to inspect the property within the 5-year time period that is covered by this state income tax credit. Work that is not as it was represented in the application and/or additional work that is not in conformance with the Secretary of the Interior's *Standards for Rehabilitation* may be cause for the Department to rescind the certification. Work causing the certification to be rescinded would make the entire project ineligible for the state income tax credit, and written notice of the rescinded certification shall be provided to the South Carolina Department of Revenue. Any additional work on the property while the state income tax credit is being claimed, for a period of up to five years, must be submitted on an S2 — *Amendment* form.

The completed work does not meet the *Standards for Rehabilitation* and is not a 'certified rehabilitation' for purposes of Section 12-6-3535(B) of the Code of Laws of South Carolina, 1976. The attached sheet describes the specific problems with the completed work.

State Historic Preservation Officer – Authorized Signature _____ Date _____ S- _____ - _____
Project Number _____

See attached sheets

January 2012

Certified Rehabilitation Application — S3

4. REHABILITATION EXPENSES LIST

Please print in ink or type the information that you provide.

Allowable expenses must meet the definition in the state law establishing this program. This list must be completed as part of the S3 form. Most taxpayers find that contractors can report this information easily if they are made aware of the requirement at the beginning of the project. The text shown below in 'single quotation marks' is from Section 12-6-3535(B)(3) of the Code of Laws of South Carolina, 1976, as amended.

- | | |
|---|----------------------------------|
| I. 'Preservation and rehabilitation work done to the exterior of a historic structure;' | 'Rehabilitation expenses' |
| Roof — roofing, flashing, roof deck, roof structure, dormers, vents, chimneys | I _____ |
| Exterior walls — work on brick, stone, mortar, stucco, wood, metal | |
| Windows and Doors — repairing existing windows, new sash where missing or too deteriorated to repair, hood mold, sills, exterior door and window frames, exterior doors, sidelights, transoms | |
| Porches — roof, flashing, deck, structure, columns, posts, railings, flooring, floor structure, foundation | |
| Foundations — brick, stone, mortar, stucco, wood, metal | |
| Restoration of documented historic architectural features | |
| II. 'Repair and stabilization of historic structural systems;' | II _____ |
| Structural repair and stabilization of all historic structural elements exclusive of interior finish materials (interior finish materials are not included — except plaster, see below). | |
| III. 'Restoration of historic plaster;' | III _____ |
| Work done on historic plaster, including repair of historic plaster, new plaster where it was a documented historic finish, use of wood or metal lath, documented decorative or flat plaster features. | |
| IV. 'Energy efficiency measures except insulation in frame walls;' | IV _____ |
| Insulation in the attic or crawlspace. Interior or exterior storm windows. Storm doors. Weather-stripping. | |
| V. 'Repairs or rehabilitation of heating, air-conditioning, or ventilating systems;' | V _____ |
| Repairs to existing or installation of new HVAC systems. Installing flue-liners in historic chimneys. | |
| VI. 'Repairs or rehabilitation of electrical or plumbing systems exclusive of new electrical appliances and electrical or plumbing fixtures, and' | VI _____ |
| Repairs to existing or installation of new electrical service from the point of supply by the utility to the outlets or junction boxes for fixtures. Repairs to existing or installation of new plumbing system from the supply at the water meter (or at the supply side of the pump for a well) to the fixtures and on the sanitary sewer system from the fixture to the sewer or septic tank (excluding the tank and drainfield). Repairs to existing historic electrical and plumbing fixtures. | |
| VII. 'Architectural and engineering fees.' | VII _____ |
| Architectural and engineering fees except fees attributable to new construction beyond the volume of the existing building. | |
| TOTAL | |
| (Minimum \$15,000) | |
| NOTE : This figure should match the costs in 'Rehabilitation expenses' on the front of this form. | |

'Rehabilitation expenses' do not include the cost of acquiring or marketing the property, the cost of new construction beyond the volume of the existing building, the value of an owner's personal labor, or the cost of personal property.'

NOTE: This list is intended as a guide and may not include all work that is eligible for the program. Contact the State Historic Preservation Office for advice on work in these eligible categories that is not listed.

Certified Rehabilitation Application INSTRUCTIONS

S3 — Documentation of Completed Work

Purpose of the form

The South Carolina Department of Archives and History (Department) uses the *S3 — Documentation of Completed Work* form to verify that the completed project was rehabilitated in accordance with the Secretary of the Interior's *Standards for Rehabilitation*. This follows the required preliminary certification of the proposed project. Any and all work that is not approved in advance is not eligible for the state income tax credit. Verification that the completed work meets the *Standards for Rehabilitation* is required to be eligible to claim the state income tax credit. Any information you provide on these forms may be provided to the South Carolina Department of Revenue upon their request.

Evaluation Process

We consider the completed work as documented in the application and determine whether or not it was completed as described in the *S2 — Description of Rehabilitation* form, *S2 — Amendment(s)*, and any special conditions we required for the initial certification. If the work was completed as previously certified, then we will provide the owner written documentation that the project was completed in accordance with the *Standards for Rehabilitation* (see S2 Instructions). If the completed project does not appear to have been completed as previously certified, then we will notify the owner of the specific problems with the completed work. Unless these problems are corrected, the project is not eligible for the state income tax credit.

Claiming the State Income Tax Credit

- ◆ Plan ahead — a taxpayer can't take more than one credit on the same residence within ten years.
- ◆ Apply for and receive certification prior to construction (see S1 and S2 Instructions).
- ◆ Make 'rehabilitation expenses' exceeding \$15,000 within 36 months.
- ◆ Place the residence in service (rehabilitation has been completed and would allow for the intended use) after June 30, 2003.
- ◆ Apply for and receive verification that the completed work meets the *Standards for Rehabilitation* (using the S3 form).
- ◆ Complete the appropriate tax forms provided by the South Carolina Department of Revenue.
- ◆ Attach a copy of the approved *S3 — Documentation of Completed Work* form to your tax return.
- ◆ Take the credit in five equal installments; carry forward unused credit from each installment up to five years.
- ◆ Apply for approval of any additional work within the initial five years using an *S2 — Amendment* form.

COMPLETING THE S3 FORM

1. Property Information

Use the same name and address provided on the *S2 — Description of Rehabilitation* form.

As discussed in the instructions for the S2 form, this program provides different state income tax credits for different uses. You must indicate how you will use the property: if the completed project will produce income, then you must use the federal Historic Preservation Certification Application, not this one; for owner-occupied residences, complete this form; for mixed-use buildings (for example, an owner-occupied residence over a shop in a commercial building) use the federal application for the shop and this application for the residence. Contact us early to streamline the necessary reviews.

Placed in service means the date the rehabilitation was completed and would allow for its intended use. Use the project number from the copy of the S2 form that we returned to you with the approval. Include in the 'rehabilitation expenses' only those costs that are covered in the allowable categories. This cost should match the total of 'rehabilitation expenses' from Section 4 — Rehabilitation Expenses List. Since these figures represent the final expenses, they may vary from the figures provided on the S2 for the estimated 'rehabilitation expenses.' Include in the total project costs all costs for the overall rehabilitation project.

2. Taxpayer's Statement

Provide the taxpayer's (owner's) name, information, and an original signature. Note that by signing the application, you are stating that you are an owner of this residence, reside in it, and are providing accurate information on the project.

3. Attachments

Include all of the requested attachments. We must place incomplete applications on hold until we receive the necessary information. Rehabilitation Expenses List must document the allowable costs associated with the rehabilitation project.

Include clear photographs that document the "after" condition of the residence, interior and exterior, as well as outbuildings, the site, and surroundings. Black and white, color, or digital photographs are acceptable; Provide digital photographs, no more than two images on each 8 1/2 by 11 sheet. Photographs are not returnable. Label your photographs with a number, the property name, address, date, and view. Refer to *Tips for Taking Photographs* for more information.

4. Rehabilitation Expenses List

Use this list to document the eligible rehabilitation expenses on your project. Do not include any receipts or other information. We need only the cost figures. Retain receipts and other information for potential tax audit and other purposes, as appropriate. Contact the Department if you have questions about work items and whether or not they fit into the allowable categories pursuant to state law.