

TIMING/DEADLINES:

The tax credit is allowed for the tax year immediately following the calendar year in which the work or any distinct portion thereof is completed. The tax year is July 1 - June 30 and the application deadline is always April 1. In other words, tax credit applications for work in a specific calendar year are reviewed by the HPC beginning the following spring of that calendar year and the approved tax credit is applied to a subsequent tax bills received by property owners.

Any unused portion of this tax credit may be carried forward for as many as five years. A property not listed on the *Master Plan for Historic Preservation* at the time the work is undertaken is not eligible for the preservation tax credit.

HOW TO APPLY:

1. Complete both the Application Form and the Receipts Transmittal Form, available at www.montgomeryplanning.org/historic.

Include two copies of the following:

- Proof of payment - must be shown by photocopies of receipts marked "paid" or by copies of canceled checks;
 - Clear, print photographs thoroughly showing the completed work and a photograph of the front of the house (Please attach photographs to single sides of 8 ½" x 11" paper, labeling the photographs on the front.)
2. Receipts must be itemized so that eligible exterior expenses are clearly marked and separated from any non-eligible expenses. If your receipt shows one price for a project that also included interior work or new construction, have your contractor break down the eligible expenditures. Expenditures must be clearly listed on the Receipts Transmittal Form, described adequately, and keyed to the copies of the receipts.
 3. APPLICATIONS SHOULD BE POSTMARKED BY APRIL 1 AND INCLUDE TWO COPIES OF THE COMPLETE APPLICATION.
 4. File the tax credit application form and attachments with the HPC.
Montgomery County HPC, 8787 Georgia Avenue, Silver Spring, MD 20910
Call the Historic Preservation Office at 301-563-3400 with any questions.