



CITY OF HOUSTON
Historic Site Tax Exemption (Ordinance 2015-967)

Application Deadline: September 1st

Requirements Checklist for Applicants

Name: _____

Address: _____

APPLICANTS: Please make sure to submit following documents with your application.

- Complete, signed, notarized application**
- Restoration/Preservation Expenditures**
 - Excel Summary Sheet** (Itemized accounting of eligible costs, shown as distinct from any ineligible costs, associated with any interior and exterior construction for which tax exemption is sought)
 - Proof of Expenditures/Restoration** (describe the work done) such as invoices, General Contractor Agreement (Notarized).
 - Proof of Payment:**
 - Cancelled checks
 - Bank statement with copy of non-cancelled check
 - Credit card receipts
 - Notarized statement from General Contractor stating payment in full
 - Proof of Expenditures/Restoration (such as invoices) AND notarized General Contractor Agreement to include the scope of service with a description of the work completed.
 - Statement of Building fund from which payments are drawn
- Warranty Deed / Deed of Trust**
- City Council Resolution** (from COH Planning Dept.)

Type: Historic Landmark, Landmark & Protected Landmark; Historic District
- Certificate of Appropriateness** (from COH Planning Dept., only needed for exterior work/additions)
- Photographs-** Before and After (Digital preferred)

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