CITY OF HOUSTON

Historic Site Tax Exemption

(Ordinance 2015-967 AMDT 2019-143)

Application Deadline: Annually September 1st

Required Checklist for all 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) ***Contact:*** **Keisha Fenton**

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