

**Request Form for a letter of support for a  
New Application for the MA Historic Rehabilitation Tax Credit**

**Use for requests to:**

Boston Landmarks Commission  
Boston Preservation Alliance  
Historic Boston, Inc.  
Preservation Massachusetts  
National Trust for Historic Preservation

As the number of project applications for the Massachusetts Rehabilitation Tax Credit (MAHRTC) increases, we're looking to make the support letter request process as efficient as possible. We've created this form to make sure we have all the information we need at the initial request, thus reducing the number of follow up emails and calls needed. Most, if not all, of the requested information can easily be found on Parts 1 and 2 of the federal and state tax credit applications and the MAHRTC application. To ensure that the support letter for your application is ready before the deadline (January 15<sup>th</sup>, April 30<sup>th</sup>, or August 31<sup>st</sup>), **be sure to submit this completed form at least two weeks in advance of the date you need the letter.** Email this form to the people indicated at the end of the form as necessary. If the total email (with photos) is 5 MB or larger, please send the information in a series of emails. Thank you for your cooperation.

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**Requestor Name, Phone, Fax, and Email:**

**To whom and to what address would you like the original support letter sent?**

**Project Name:**

**Project Street Address:**

**Project Proponent:**

**Property's National Register or other designation (circle or bold one or more):**

Not Yet Determined Eligible for the NR      Determined eligible for the NR

NR nomination submitted to MHC      NR nomination approved by MHC and at NPS for review

Individual NR   NR District      Local Historic District      Design Review District

**If part of a district, name of district:** \_\_\_\_\_

**Is the project also using the Federal Rehabilitation Tax Credit?:**

**If so, what is the status of Federal Rehabilitation Tax Credit Application?  
(circle or bold all appropriate):**

Part 1 not yet submitted to MHC

Part 1 submitted to MHC      Part 1 approved by MHC      Part 1 approved by NPS

Part 2 submitted to MHC      Part 2 approved by MHC      Part 2 approved by NPS

Part 2 Amendments Submitted to MHC      Part 2 Amendments Submitted to NPS

Part 2 Amendments Approved by MHC      Part 2 Amendments Approved by NPS

Part 3 submitted to MHC      Part 3 approved by MHC      Part 3 approved by NPS

**Estimated Total Project Cost:**

**Estimated Rehabilitation Cost:**

**Total MAHRTC Requested/Eligible:**

**Current status and use of building** (e.g. vacant, occupied, housing, commercial, mixed, industrial, etc):

**Intended use for building after rehab:**

**Number of Housing Units after rehab (if applicable):**

**Number of Affordable Units after rehab (if applicable):**

**Building Description** (if Section 7 of the NR nomination is available please attach or fax that in lieu of this question):

**Statement of significance/history of the building** (if Section 8 of the NR nomination is available please attach or fax that in lieu of this question):

**Project Summary, including the proposed work program for the rehab:**

**Community benefit of the project and any other strengths of the project you'd like to mention:**

**Attach one or more jpg photos of the project.** Please note, files larger than 5 MB generally cannot be received. If your email is larger than 5 MB, please email the photos in separate emails.

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**Send completed forms to:**

**Required:**

Preservation Massachusetts: Erin Kelly, [ekelly@preservationmass.org](mailto:ekelly@preservationmass.org), & Courtney Whelan, [cwhelan@preservationmass.org](mailto:cwhelan@preservationmass.org) 617-723-3383

National Trust for Historic Preservation: Rebecca Harris, [rebecca\\_harris@nthp.org](mailto:rebecca_harris@nthp.org), 617-523-0885

**Project Dependent:**

Boston Landmarks Commission: Ellen Lipsey, [Ellen.Lipsey@cityofboston.gov](mailto:Ellen.Lipsey@cityofboston.gov)

Boston Preservation Alliance: Sarah Kelly, [skelly@bostonpreservation.org](mailto:skelly@bostonpreservation.org), 617-367-2458

Historic Boston, Inc.: Kathy Kottaridis, [kk@historicboston.org](mailto:kk@historicboston.org), 617-227-4679