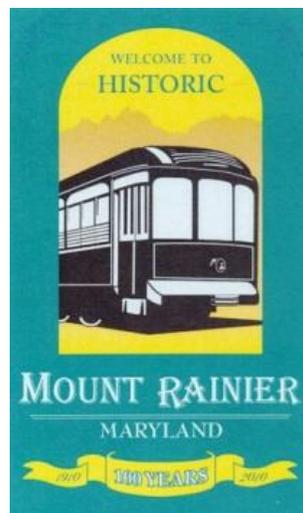


# **Preservation Tax Credit Windows & Doors**

## **Application**



**City of Mount Rainier, Maryland**

# Windows & Doors - Preservation Tax Credit

## APPLICATION INFORMATION

### What is the Preservation Tax Credit?

The window and door Preservation Tax Credit is an incentive for Mount Rainier residents to maintain, rehabilitate, and preserve the historic character of our neighborhood. It reimburses part of the costs for approved window and door rehabilitation or replacement.

### What is the City Tax Credit Worth?

The tax credit equals ten percent (10%) of the approved cost of the rehabilitation or replacement.

### Who is Eligible for the City Tax Credit?

Any Mount Rainier resident owning a residential structure located within the City of Mount Rainier is eligible if the structural character of the building has been maintained. Additionally, if you have applied and been approved for the state tax credit, you automatically are eligible for the city tax credit. The City Manager's office will determine eligibility of a project.

### Help is Available

**The City Manager's office can provide Guidelines, Applications and Forms.**

#### Contacts:

**Latasha C. Gatling, City Manager**  
**City of Mount Rainier**  
**One Municipal Place**  
**Mount Rainier, MD 20712**

O) 301.985.6585  
F) 301.985.6595  
W) [www.mountrainiermd.org](http://www.mountrainiermd.org)  
E) [lgatling@mountrainiermd.org](mailto:lgatling@mountrainiermd.org)

Office hours: 9:00 AM – 5:00 PM Monday-Friday

For specific details for the tax credit see Chapter 2A-101 of Mount Rainier's Municipal Code

# Windows & Doors - Preservation Tax Credit

## APPLICATION

*For office use only: application # \_\_\_\_\_*

### Directions

This application has three (3) parts. Please provide all requested information and attachments, and sign the assurances in Part 4. If any required information is missing, the application cannot be processed.

### PART I: APPLICATION INFORMATION

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**Applicant / Property Owner**

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**Mailing Address of Applicant / Property Owner**

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**daytime telephone number**

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**Second Applicant / Property Owner (if applicable)**

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**Mailing Address of Second Applicant / Property Owner (if different from above)**

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**daytime telephone number**

Property Information: How will / is the property used: Check one box only.

- A single family home – owner occupied
- A rental property – not occupied by the building owner(s). Note: The owner must live in the city even if not in the rental property.

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**Full Address of Subject Property**

# Windows & Doors - Preservation Tax Credit

## APPLICATION

*For office use only: application # \_\_\_\_\_*

## PART 2: PROPOSED PROJECT INFORMATION

**What work is being proposed?** Please check applicable boxes below.

- window rehabilitation
- window replacement
- storm windows
- door rehabilitation
- door replacement
- storm door(s)
- shutters

### **Description of Proposed Work**

For each box checked, briefly describe the work to be done:

# Windows & Doors - Preservation Tax Credit

## APPLICATION

For office use only: application # \_\_\_\_\_

### PART 3: REQUIRED ATTACHMENTS

Attach items listed below, as required. Check each applicable box to show that the information has been included. *If any required information is missing, the application cannot be processed.*

**Proof of ownership (please provide one)**

- Copy of the current property deed; copy of Maryland State Department of Assessment & Taxation; or a current property tax bill.

**Color photographs or electronic images (4" x 6" or larger) of all on windows and / or doors where work is proposed being careful to document fully the current conditions.**

- Include photographs of the entire elevation (side of the structure) where work is proposed to put in context the specific windows or doors are to repaired/replaced. Then take close up photos of each individual window or door.
- Please label each photograph with date of photograph, subject of photograph, and property address. Please stack the photographs and put a rubber band around them. Do not attach photographs to this form. Electronic copies may be submitted as email attachments.
- Include photographs of all elevations (sides of the structure) where work is proposed.
- For repairs of windows and doors, the photographs should display conditions to be repaired.
- For replacements, please provide manufacturers' specification sheets or catalog sheets that fully describe the products proposed to complete the project.

**IMPORTANT NOTICE:**

- Six (6) hardcopy sets of the application, proof of ownership, and color photographs** must be submitted for your application to be considered.

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**Applicant Signature**

**date**

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**Second Applicant Signature (if applicable)**

**date**

**DELIVER COMPLETED APPLICATION TO:**

Latasha C. Gatling, City Manager  
City of Mount Rainier, One Municipal Place  
Mount Rainier, Maryland 20712

**Please allow four (4) weeks for processing**

**Email Completed Application To: Latasha C. Gatling, City Manager: [lgatling@mountrainiermd.org](mailto:lgatling@mountrainiermd.org)**