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|  **Date Submitted to KHC:** | **Rehabilitation Tax Credit Application** **Photo Form** | **Date Submitted to NPS (if applicable):** |

 **This Photo Form is REQUIRED to be a PDF and submitted for all electronic State and Federal Rehabilitation Tax Credit Applications.**

 **Property and Applicant Information**

1. **Historic Property Name (if unknown, leave blank): Street: NPS Project # (if unknown, leave blank):**

**County: City: ,KY 9-Digit Zip Code: -**

1. **Applicant/Owner: Signature:**

**Street: City: State: Zip:**

Phone: Email: Date:

1. **Consultant (if applicable): Signature:**

Organization: Phone: Email:

 **Photo Documentation Requirements**

The National Park Service has specific requirements (both in content and format) for electronic photo submissions. For consistency, the Kentucky Heritage Council is following those same requirements.

**You MUST have Adobe Reader or Adobe XI (or newer) to complete the required Tax Credit forms.** This Photo Form has embedded the requirements into its formatting to ensure compliance.

**Please ensure the following:**

* + **Photos must be of clear, visually descriptive, and of high-resolution (300+ DPI) quality.**

***Photos that are blurry, distorted, or generally not clear will not be accepted and new photos will be requested.***

* + **Photos shall FILL the 4x6” horizontal rectangle (if photos are portrait oriented, they MUST be rotated to landscape).**
	+ **All required information must be listed at the top of EACH page of this Photo Form.**
	+ **The Photo’s Number must correspond to the Photo-Keyed Plan, which is submitted as a separate PDF file.**
	+ **The Photo Description should describe the area / view depicted and any relevant features impacted by the Project.**

 **Photo Form Instructions**

* + **Copy and Paste as many pages as necessary to document all of your Property’s photos.**
	+ **You will need to SAVE this form as a PDF prior to uploading to the** [**Application Portal.**](https://heritage.ky.gov/historic-buildings/rehab-tax-credits/Pages/overview.aspx)
	+ **The areas on the following pages that are highlighted are REQUIRED on each page.**
	+ **Add (1) or (2) 4”x6” images to each page in the Photo Form, and fill in the following information for every photo:**

(In the Header)

**Property Address:**

(In the body of the page)

**Photo Number**: (as shown on the Photo-Keyed Plan) **Photo Date**:

**Photo Description:**

**NOTE:**

If the property is seeking BOTH State and Federal Tax Credits, please provide a Photo Form for EACH Application. If you are submitting an Amendment Application, please provide a Photo Form with photos of the

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