

Building Name: \_\_\_\_\_

Street Address of the Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Approx. Square Footage: \_\_\_\_\_ Number of Floors: \_\_\_\_\_

**ENTITY CLAIMING THE DEDUCTION**

Person's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**FIELD INSPECTION**

Contact Name: \_\_\_\_\_ Architect's Rep. / Onsite Rep. (circle one)

Phone at Location: \_\_\_\_\_ May Capstan call the contact directly? Yes / No

Year building was placed in service: \_\_\_\_\_ The total cost of the project: \$ \_\_\_\_\_

**DATA NEEDED FOR ALL PROJECTS (IF APPLICABLE):**

- CAD version of Building Floor Plan
- Lighting Layout Drawings and Schedule (Should Include: Reflected Ceiling Plan and Electrical Plans Showing Switching)
- HVAC Mechanical Drawings, Schedules, and Specifications
- Elevations, Section Cuts, Details of the Building, Walls & Roof
- Window and Door Drawings and Schedules

**DATA ONLY NEEDED UNDER CERTAIN CRITERIA:**

- Utility Rebate: Construction Schedule and Utility Company (Invoice only for buildings completed in 2010)
- 179D Transfer Tax Deduction (only if it is a transfer for Government Buildings)