



# PROPERTY TAX DEFERRAL APPLICATION For an Owner-Occupied Homestead

36 M.R.S., Chapter 908

Must be filed with the municipal assessor between January 1 and April 1

## Owner Information

Owner 1 first name: \_\_\_\_\_ last name: \_\_\_\_\_ SSN: \_\_\_\_\_

Owner 2 first name: \_\_\_\_\_ last name: \_\_\_\_\_ SSN: \_\_\_\_\_

*If more than two resident owners are listed on the property deed, attach a page with their name(s) and SSN(s).*

Physical address: \_\_\_\_\_ Municipality: \_\_\_\_\_ ZIP: \_\_\_\_\_

Mailing address (if different than physical address): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property description:  Single-family residence  Condo/townhouse  Mobile home  
 Other - specify: \_\_\_\_\_ Land (in acres): \_\_\_\_\_

Check each box that applies:

- 1. (a)  I will be at least 65 years old as of April 1st this year;  
**OR**
- (b)  I have a permanent and total disability that prevents me from being employed;  
**AND**
- 2.  I own this property without limitations (fee simple) and this property receives a homestead exemption;  
**AND**
- 3.  This property is not currently in a municipal deferral program, there are no municipal liens against it based on taxes due prior to the two most recent tax years, there are no municipal liens against it for any reason other than unpaid taxes, and there are no prohibitions against the property that prevent selling it or placing it in a deferral program.

If you are unable to check either box 1(a) or 1(b), **AND** boxes 2 and 3, you do not qualify for deferral of taxes at this time.

## Direct Heirs

List your direct heir(s) or next of kin, such as your spouse or your child. If you have more than two direct heirs, attach a separate page with their name(s), email(s), physical address(es), and phone number(s).

Name 1: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name 2: \_\_\_\_\_ Email: \_\_\_\_\_

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



## Income

Complete line 4 or line 5 below, but not both. Include income from all owners for the previous calendar year. To qualify for a deferral, all owners of your home must have a combined income that was less than \$80,000 during the calendar year immediately preceding the calendar year in which the application is filed.

IF ANY OWNER DOES NOT FILE A FEDERAL INCOME TAX RETURN, ENTER:

- 4. (a) Social security benefits and railroad retirement benefits: ..... 4a. \$ \_\_\_\_\_
- (b) Interest and dividends: ..... 4b. \$ \_\_\_\_\_
- (c) Pensions, annuities and IRA distributions: ..... 4c. \$ \_\_\_\_\_
- (d) Wages, salaries, tips etc: ..... 4d. \$ \_\_\_\_\_
- (e) Other income: ..... 4e. \$ \_\_\_\_\_

IF ALL OWNERS DO FILE FEDERAL INCOME TAX RETURN, ENTER:

- 5. (a) Federal total income. (Federal Form 1040 or Form 1040-SR, line 9): ..... 5a. \$ \_\_\_\_\_
- (b) Social security and railroad retirement benefits not included on line 5a: ..... 5b. \$ \_\_\_\_\_
- (c) Interest not included on line 5a: ..... 5c. \$ \_\_\_\_\_
- (d) Loss add-backs: ..... 5d. \$ \_\_\_\_\_
- 6. Total income. Enter the sum of either lines 4a through 4e or lines 5a through 5d: ..... 6. \$ \_\_\_\_\_

## Liquid Assets

Include assets owned for all owners of the property. To qualify for the deferral program, if you are the sole owner of a home, you must own less than \$100,000 in liquid assets. If you are one of multiple owners, all owners together must hold liquid assets worth less than \$150,000.

- 7. (a) Bank accounts: ..... 7a. \$ \_\_\_\_\_
- (b) Certificates of deposit: ..... 7b. \$ \_\_\_\_\_
- (c) Money market funds and mutual funds: ..... 7c. \$ \_\_\_\_\_
- (d) Life insurance policies: ..... 7d. \$ \_\_\_\_\_
- (e) Stocks and bonds: ..... 7e. \$ \_\_\_\_\_
- (f) Lump sum payments and inheritances not included on any of lines 7a-7e: ..... 7f. \$ \_\_\_\_\_
- (g) Other liquid assets not included in lines 7a-7f:..... 7g. \$ \_\_\_\_\_
- (h) Total assets. Enter the sum of lines 7a through 7g: ..... 7h. \$ \_\_\_\_\_

## Applicant Signature

**DECLARATION(S) UNDER THE PENALTIES OF PERJURY.** I declare that I have examined this return/report/document and (if applicable) accompanying schedules and statements and to the best of my knowledge and belief they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Owner 1 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner 2 signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If more than two owners are applying, attach a page with the dated signatures of all other owners.*



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**FOR OFFICE USE ONLY DO NOT COMPLETE BELOW THIS LINE**

Book: \_\_\_\_\_ Page: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Acreage: \_\_\_\_\_

This property receives a Homestead Property Tax Exemption: .....  YES  NO

This property is in a multi-unit building: .....  YES  NO

This property has an existing municipal tax lien against it: .....  YES  NO

Tax year first issued: .....

This property has an existing municipal lien against it NOT based on unpaid taxes: .....  YES  NO

This property participates in a municipal property tax deferral program: .....  YES  NO

All owners of the property are listed in the application: .....  YES  NO

Date application was received: .....

Name of the assessor/municipal official filling out this information: \_\_\_\_\_

# INSTRUCTIONS

An owner or owners of a home that receives a homestead exemption may apply for deferral of taxes on that home if the owner(s) have a combined income of less than \$80,000 and own liquid assets of less than \$100,000 (less than \$150,000 if more than one owner), and if one of the owners is either 65 and older or is unable to be employed by reason of a disability.

## Owner Information

Enter the name and social security number of every person included on the deed to your home. If there are more than two owners, attach a separate page with all owner names and social security numbers.

**Physical address.** Enter the physical address of your home. P.O. Box addresses are not acceptable.

**Mailing address.** If your mailing address is different than the physical address of your home, enter the mailing address here. If the physical and mailing addresses are the same, leave this line blank.

**Phone.** Enter the best number where you may be reached during the day.

**Email.** Enter your email address. If you don't have an email address, leave this line blank.

**Property description.** Check the box that most accurately describes your property and enter the number of acres of land you own as part of the property. If none of the boxes accurately describe your property, enter a short description of the type of property on the "Other" line. If you check the "Condo/townhouse" box and you own a portion of the land, enter the number of acres the building sits on. If you do not own the land your home is on, such as a mobile home on a rented lot, enter "0."

### Check each box that applies:

**1a. I will be at least 65 years old on April 1 of this year.** If any owner of the property who is listed on the property deed and included in the Owner Information section is 65 years old or older, check this box. You must attach proof. Proof of age, if 65 or older, includes a copy of your driver's license, birth certificate, or other official document that shows your name and birth date.

**1b. I have a documented disability that makes me unable to be employed.** If any owner of the property who is listed on the property deed and included in the Owner Information section has a documented disability that makes them unable to be employed, check this box. You must attach proof of disability. "Disability," as defined in 36 M.R.S. § 6250(2-A), means a permanent and total impairment or condition that prevents an individual from being employed as determined by an agency of this State or of the Federal Government or pursuant to routine technical rules adopted by the State Tax Assessor. For more information, see MRS Rule 211.

**2. I own this property without limitations (fee simple) and this property receives a homestead exemption.** If you own your home without limitations (such as needing permission from a third party to sell the home) and if your home receives a property tax homestead exemption, check this box. Your most recent property tax bill will show a deduction of value for this exemption if you receive it. You don't need to attach proof; your local assessor will know if you receive a homestead exemption. If there is a question about ownership of your home, you may be asked to provide a copy of your deed.

**3. This property is not currently in a municipal deferral program, there are no municipal liens against it based on taxes due prior to the two most recent tax years, there are no municipal liens against it for any reason other than unpaid taxes, and there are no prohibitions against the property that prevent selling it or placing it in a deferral program.** If your municipality has not deferred some or all of your property taxes, if there is no municipal lien against your home based on taxes due prior to the two most recent tax years, you do not have municipal liens not based on unpaid taxes (such as a municipal utility lien), and your deed contains no restrictions on your ownership, check this box. You do not need to attach proof; if there is a question about ownership of your home, you may be asked to provide a copy of your deed.

## Direct Heirs

This section is for information about who you have designated or who you will designate as the personal representative of your estate. If you don't know who will be personal representative, enter the information for your closest relative, such as your spouse or your child. If you have more than two heirs, attach a separate page with all heir names, addresses, phone numbers, and emails.

## Income

**Line 4.** If any owner of the property does not file a federal Form 1040 or Form 1040-SR, complete this section. Combine all owners' income on each given line:

**Line 4a. Social security and railroad retirement benefits.** Enter all payments received under the federal Social Security Act, including regular social security benefits, social security disability benefits and supplemental security income. Include the gross amount before Medicare is subtracted. This amount can generally be found on federal Form SSA-1099. (See also federal Form 1040, line 6a or Form 1040-SR, line 6a). Also enter on this line the amount of railroad retirement benefits received. This amount can generally be found on federal Form RRB-1099 or RRB-1099-R.

**Line 4b. Interest and dividends.** Enter all interest and ordinary dividends you received. These amounts can generally be found on the federal Form 1099 issued by the payer.

**Line 4c. Pensions, annuities and IRA distributions.** Enter the amount of all pensions, annuities, and IRA distributions you received that would be included in federal total income if you filed a federal income tax return. These amounts can generally be found on the federal Form 1099 issued by the payer.

**Line 4d. Wages, salaries, tips, etc.** Enter the total amount of wages, salaries, and other compensation that would be included in federal total income if you filed a federal income tax return. This amount is generally reported in box 1 of the federal Form W-2 or on the federal Form 1099 issued by the payer.

**Line 4e. Other income.** Enter alimony received; business income (but do not enter business losses); capital gains; other gains; any income from rental real estate, royalties, partnerships, S corporations, trusts, etc.; farm income; unemployment compensation; and any other income that would be included in federal total income if you filed a federal income tax return. For more information on federal total income, see the federal income tax forms and instructions at [www.irs.gov](http://www.irs.gov).

**Line 5.** If you and all other owners of the home file a federal Form 1040 or Form 1040-SR, complete this section. Combine all owners' income on each given line:

**Line 5a. Federal total income.** Enter your federal total income from federal Form 1040, line 9 or Form 1040-SR, line 9. If filing Form 1040ME, Schedule NRH, enter the amount from Schedule NRH, line 1j, column B.

**Line 5b. Social security and railroad retirement benefits not included on line 5a.** To the extent not already included in federal total income on line 5a, enter all payments received under the federal Social Security Act and the amount of railroad retirement benefits received. See the instructions for line 1a above. If filing Form 1040ME, Schedule NRH, enter only those payments you received.

**Line 5c. Interest not included on line 5a.** Enter only amounts not already included in federal total income on line 5a. If filing Form 1040ME, Schedule NRH, enter your portion of the interest earned.

**Line 5d. Loss add-backs.** Enter on line 5d any negative amount (net loss) included on federal Form 1040 or Form 1040-SR, line 7 and federal Schedule 1, lines 3, 4, 5, 6, and 8a through 8z. Enter the total of the amounts as a positive number. If filing Form 1040ME, Schedule NRH, enter only those negative amounts shown on Schedule NRH, column A, lines 1f, 1g, 1h, and 1i.

## Liquid Assets

**7a. Bank accounts.** Enter the total amount of your deposits in bank accounts, including checking, savings, and any other accounts. Enter the balances from your most recent bank statement.

**7b. Certificates of deposit.** Enter the current balance of any investments in certificates of deposit from your most recent account statement. Do not include any amounts previously entered on line 7a.

**7c. Money market funds and mutual funds.** Enter the current balance of any investment in money market funds or mutual funds from the most recent statement. Do not include any amounts previously entered on lines 7a or 7b.

**7d. Life insurance policies.** Enter the current cash value of any life insurance policy. Do not include any amounts previously entered on lines 7a-7c.

**7e. Stocks and bonds.** Enter the current value of any investment in stocks and/or bonds. Do not include any amounts previously entered on lines 7a-7d.

**7f. Lump sum payments and inheritances not included in any of lines 7a-7e.** Enter any amounts, including money not in a bank account or invested elsewhere, not already included in lines 7a-7e.

**7g. Other liquid assets not included in lines 7a-7f.** Enter any cash or investment not included in lines 7a-7f.

## Instructions for Municipal Assessor

Verify that the name on the application matches the name on the tax account for the property on this application.

On page three of the application, enter the book and page, and the map and lot numbers for the property. Quantify the acreage of the property. Verify that the homeowner receives a homestead exemption for this property and check the appropriate box. Check the appropriate box if the taxpayer's property is a multiple family dwelling, such as a condominium or duplex. Confirm the lien status of the property. If the property has a municipal tax lien against it, then check the YES box and provide the tax year when the oldest tax lien was issued. Verify that the property does not have a municipal lien not based on unpaid taxes (such as a municipal utility lien). Confirm that the property is not participating in a municipal deferral program. Identify the day that the application was received and list your name.

Forward this application with the applicant's property record card, within 30 days, to Maine Revenue Services, Property Tax Division, P.O. Box 1064, Augusta, ME 04332-9106.