

# City of Berlin, NH

## Assessor's Office

168 Main Street, Berlin, NH 03570

(603) 752-5245, berlinnh.gov

### 2024 ELDERLY EXEMPTION GUIDELINES



#### FILING PERIOD:

- After January 1, 2024
- Deadline is April 15, 2024

#### TO QUALIFY YOU MUST:

- Be 65 years of age as of April 1, 2024,
- Be a NH resident for three years prior to April 1, 2024;
- Reside at the property where exemption is being applied for;
- Own the residence as of April 1, 2024, individually or jointly; OR if the spouse owns the residence, the couple must have been married for at least five years; OR you have retained a Life Estate for the property
- If the applicant received a transfer of the residential property from a person under the age of 65 who is related to the applicant by blood or marriage within the preceding 5 years, no exemption shall be allowed, pursuant to RSA 72:40a, limitations.

#### INCOME LIMITATIONS

- Single = \$18,900
- Married= \$26,400

Income limitations specified are based upon earnings during the prior calendar year. Examples of income are included but not limited to: wages, self-employment earnings, pensions, annuities, rentals, interest, and social security benefits.

#### ASSET LIMITATIONS

- **\$35,000**

The residence on which the exemption is claimed and the land upon which it is located up to two acres is excluded from the above limitation. All other property is an asset whether located in State or out. Examples of assets include but are not limited to: other real estate, vehicles, RV's, trailers, savings and checking accounts, stocks and bonds, CD's and money market accounts, vehicles, household goods, antiques, jewelry and furs. Anything which can be sold for cash is an asset.

If you own and live in a Multifamily home, the unit(s) you do not reside in must be included as an asset.

#### DOCUMENTS THAT MUST BE PROVIDED BUT NOT LIMITED TO

- 2023 Federal Income Tax return, including all W2's, 1099's, etc;
- 2023 Social Security Statements;
- 2023 VA Benefit Statements;
- Any other income statements;
- Three months of the most current full Statements for Checking and Savings accounts
- Current Statements for CD's, IRA's, 401K's, stocks and/or bonds, surrender value of life insurance policies, money markets etc,
- Property Tax inventory forms filed in any other city or town
- Copy of Driver's License or Birth Certificate for proof of age
- Documentation of any fuel, electric, rental, or any other assistance
- Any other documentation of income or assets listed on application
- A complete Copy of Trust, Trust Amendments, and Form PA-33, if the property is held in a Trust.

#### QUALIFIED APPLICANTS WILL RECEIVE THE FOLLOWING EXEMPTION:

- For a person 65 years of age up to 74 years of age \$14,000 Property Valuation Reduction
- For a person 75 years of age up to 79 years of age \$21,000 Property Valuation Reduction
- For a person 80 years of age or older \$42,000 Property Valuation Reduction

**Applicant must re-qualify at least once every five years.** Periodically, the Assessing Department re-qualifies all Exemption recipients. If you receive a letter informing you that your exemption is being reviewed, you must return the application review package by the deadline in the letter so that we can determine if you still qualify.



NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS
DUE DATE APRIL 15 PRECEDING THE SETTING OF THE TAX RATE

STEP 1
OWNER AND APPLICANT NAME AND ADDRESS

OWNER AND APPLICANT INFORMATION
OWNER
APPLICANT'S LAST NAME APPLICANT'S FIRST NAME MI PHONE NUMBER
MAILING ADDRESS
CITY/TOWN STATE ZIP CODE
PROPERTY ADDRESS TAX MAP BLOCK LOT
IS THIS YOUR PRIMARY RESIDENCE? YES NO

STEP 2
VETERANS' TAX CREDITS AND EXEMPTION

VETERAN'S INFORMATION
1. APPLICANT IS THE:
2. APPLYING FOR:
3. Veteran's Name
4. Date of Entry
5. Date of Discharge/Release (if applicable)
6. Name of Allied Country Served in
7. Branch of Service
8. Please Check One.
9. Does any other eligible Veteran own interest in this property?

STEP 3
EXEMPTIONS

STANDARD EXEMPTIONS
10. Elderly Exemption
11. Improvements to Assist Persons with Disabilities
12. Blind Exemption
LOCAL OPTIONAL EXEMPTIONS (If adopted by city/town)
13. Deaf Exemption
13. Disabled Exemption
13. Solar Energy Systems Exemption
13. Renewable Generation Facilities and Electric Energy Storage Systems Exemption
13. Electric Energy Storage Systems Exemption
13. Wind-Powered Energy Systems Exemption
13. Woodheating Energy Systems Exemption

STEP 4
RESIDENCY

14. NH Resident for One Year preceding April 1 in the year in which the tax credit is claimed (Veterans' Tax Credit)
14. NH Resident for Five Consecutive Years (Deaf) or At least Five Years (Disabled) preceding April 1 in the year the exemption is claimed
14. NH Resident for Three Consecutive Years preceding April 1 in the year the exemption is claimed (Elderly Exemption)

STEP 5
OWNERSHIP

15. Do you own 100% interest in this residence? YES NO If NO, what percent (%) do you own?

STEP 6
SIGNATURES

Under penalties of perjury, I declare that I have examined this document and to the best of my belief the information herein is true, correct and complete.
SIGNATURE (IN INK) OF PROPERTY OWNER DATE
SIGNATURE (IN INK) OF PROPERTY OWNER DATE

PROPERTY OWNER NAME

PROPERTY OWNER NAME

TAX MAP | BLOCK | LOT

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP [ ] BLOCK [ ] LOT [ ] AMOUNT GRANTED DENIED DATE
[ ] Veterans' Tax Credit RSA 72:28 (Standard \$50; Optional \$51 up to \$750)
[ ] All Veterans' Tax Credit RSA 72:28-b (Standard \$50; Optional \$51 up to \$750)
[ ] Tax Credit for Service-Connected Total Disability (Standard \$700; Optional \$701 up to \$4,000)
[ ] Surviving Spouse Tax Credit (Standard \$700; Optional \$701 up to \$2,000)
[ ] Tax Credit for Combat Service pursuant to RSA 72:28-c (\$50 up to \$500)
[ ] Reviewed documents submitted by applicant (list documents reviewed)
[ ] Other Information [ ]

VETERANS' EXEMPTION

[ ] Certain Disabled Veterans' Exemption GRANTED [ ] DENIED [ ] [ ]

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Table with columns: Income Limits, Deaf Exemption, Disabled Exemption, Elderly Exemption, Elderly Exemption Per Age Category. Rows include Single, Married, Asset Limits (Single, Married) and age categories (65-74, 75-79, 80+).

STANDARD and LOCAL OPTIONAL EXEMPTIONS

Table with columns: AMOUNT, GRANTED, DENIED, DATE. Rows include Elderly Exemption, Improvements to Assist Persons with Disabilities, Blind Exemption, Deaf Exemption, Disabled Exemption, Electric Energy Storage Systems Exemption, Solar Energy Systems Exemption, Woodheating Energy Systems Exemption, Wind-powered Energy Systems Exemption, Renewable Generation Facilities and Electric Energy Storage Systems.

A photocopy of this Form (Pages 1 and 2) or Form PA-35 must be returned to the property owner after approval or denial.

The following documentation may be requested at the time of application in accordance with RSA 72:34, II.

- \* List of assets, value of each asset, net encumbrance and net value of each asset.
\* State Interest and Dividends Tax Form.
\* Statement of applicant and spouse's income.
\* Property Tax Inventory Form filed in any other town.
\* Federal Income Tax Form.

\* Documents are considered confidential and must be returned to the applicant once a decision is made on the application.

Municipal Notes

[ ]

Table for signatures and dates. Columns: PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL, SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL, DATE. Five rows.

## PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

## GENERAL INSTRUCTIONS

<b>WHO MAY FILE</b>	Applicant must be qualified as of April 1 of the year the exemption and/or tax credit is claimed. Financial qualifications required for certain exemptions must be met by the time of application. An applicant must have resided in this state for at least one year preceding April 1 in the year in which the veterans' tax credit is claimed. An applicant must have resided in this state for at least three years preceding April 1 in the year for which the elderly exemption is claimed and five years in which the deaf or disabled exemption is claimed. The terms owner, own or owned, shall include those persons who hold grantor/revocable trust, equitable title, or beneficial interest for life in the subject property.		
<b>WHERE TO FILE</b>	Form PA-29 must be filed with the municipal assessing officials of the city/town where the tax credit and/or exemption is being requested.		
<b>WHEN TO FILE</b>	Form PA-29 must be filed by April 15 preceding the setting of the tax rate. The municipal assessing officials shall send written notice to the taxpayer of their decision by July 1 prior to the date of notice of tax. Failure of the municipal assessing officials to respond shall constitute a denial of the application. <b>Example:</b> If you are applying for a tax credit and/or an exemption for the 2023 property taxes, which are due no earlier than December 1, 2023, you have until April 15, 2023, to file this form. The municipal assessing officials have until July 1 to send notice of their decision. Failure of the municipal assessing officials to respond shall constitute a denial of the application. <b>A late response or failure to respond by municipal assessing officials does not extend the appeal period.</b> Date of filing is when the completed application is either hand-delivered to the municipality, postmarked by the post office, or received by an overnight delivery service.  Pursuant to RSA 72:33, I-a, "If any person, otherwise qualified to receive an exemption or credit, shall satisfy the selectmen or assessors that he or she was prevented by accident, mistake, or misfortune from filing a permanent application or amended permanent application on or before April 15 of the year in which he or she desires the exemption to begin, said officials may receive the application at a later date and grant an exemption or credit for that tax year..."		
<b>APPEAL PROCEDURE</b>	If an application for a property tax exemption and/or tax credit is denied by the municipality, an applicant may appeal in writing on or before September 1 following the date of notice of tax under RSA 72:1-d, to the NH Board of Tax and Land Appeals (BTLA) or to the Superior Court in the county where the property is located. <b>Example:</b> If you were denied an exemption from your 2022 property taxes, you have until September 1, 2023, to appeal. Forms for appealing to the BTLA may be obtained from the NH BTLA, 107 Pleasant Street, Concord, NH 03301; their website at <a href="http://www.nh.gov/btla">www.nh.gov/btla</a> ; or by calling (603) 271-2578. Be sure to specify <b>EXEMPTION APPEAL</b> .		
<b>TAX CREDITS</b>	Tax credits approved will be deducted from the property tax amount.		
<b>EXEMPTIONS</b>	Tax exemptions approved are deducted from the amount of the property owner's total assessed value prior to the calculation of tax due.		
<b>BLIND EXEMPTION</b> RSA 72:37	\$15,000 (unless the municipality votes an increase) is subtracted from the assessed valuation.	Every inhabitant owning residential real estate, who is legally blind, as determined by the Administrator of Blind Services of the Vocational Rehabilitation Division of the Department of Education.	
<b>ELDERLY EXEMPTIONS</b> RSA 72:39-a	Applicant must have resided in this state for at least three consecutive years preceding April 1 in the year which the exemption is claimed. Property must be: owned by a resident; or owned by a resident jointly or in common with the resident's spouse, either of whom meets the age requirement for the exemption claimed; or owned by a resident jointly or in common with a person not the resident's spouse, if the resident meets the applicable age requirement for the exemption claimed; or owned by a resident, or the resident's spouse, either of whom meets the age requirement for the exemption claimed, and when they have been married for at least five years.  Property cannot have been transferred to the applicant from a person under the age of 65, and related to the applicant by blood or marriage, within the preceding five years.  Property must meet the definition of residence per RSA 72:39-a, I(c), which includes the housing unit, which is the person's principle home and related structures such as a detached garage or woodshed. It does not include attached dwelling units and unattached structures used or intended for commercial or other non-residential purposes. If fractional interest is owned, see RSA 72:41, Proration.		
<b>ELDERLY, DEAF and DISABLED FINANCIAL QUALIFICATIONS</b> RSA 72:39-a RSA 72:38-b RSA 72:37-b	<b>INCOME LIMITATION</b>	<b>Includes:</b> Income from any source including Social Security or pension.	<b>Excludes:</b> Life insurance paid on the death of an insured; Expenses and costs incurred in the course of conducting a business enterprise; Proceeds from the sale of assets.
	<b>ASSET LIMITATION</b>	<b>Includes:</b> The value of all assets, tangible and intangible.	<b>Excludes:</b> The value of the person's actual residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinance. The value of any good faith encumbrances.
<b>ADA COMPLIANCE</b>	Individuals who need auxiliary aids for effective communication in programs and services of the New Hampshire Department of Revenue Administration are invited to make their needs and preferences known. Individuals with hearing or speech impairments may call TDD Access: Relay NH 1-800-735-2964.		

## PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

TYPE OF TAX CREDIT or EXEMPTION	AMOUNT GRANTED	WHO MAY APPLY
<b>VETERANS' TAX CREDIT</b> RSA 72:28	\$50 (\$51 up to \$750 upon adoption by the municipality), is subtracted from the taxes due on the applicant's RESIDENTIAL property, occupied as the veteran's principle place of abode. For Veterans' surviving spouse: See RSA 72:28, III. For Proration: See RSA 72:30	Every resident of NH who is a veteran, as defined in RSA 21:50, and served not less than 90 days on active service in the armed forces in any of the qualifying wars or armed conflicts listed in RSA 72:28, and continues to serve or was honorably discharged; or the spouse or surviving spouse of such resident. (NOTE: 'Under Honorable Conditions' does not qualify.)
<b>ALL VETERANS' TAX CREDIT</b> RSA 72:28-b - <i>Must be adopted by Municipality</i>		Every resident of NH who is a veteran, as defined in RSA 21:50, and served not less than 90 days on active service in the armed forces and continues to serve or was honorably discharged; or the spouse or surviving spouse of such resident. (NOTE: 'Under Honorable Conditions' does not qualify.)
<b>SURVIVING SPOUSE TAX CREDIT</b> RSA 72:29-a	\$700 (\$701 up to \$2,000 upon adoption by the municipality per RSA 72:27-a), is subtracted from taxes due on the applicant's property, residential or other.	The surviving spouse of any person who was killed or died while on active duty in the armed forces, as listed in RSA 72:28, so long as the surviving spouse remains single.
<b>SERVICE-CONNECTED TOTAL DISABILITY TAX CREDIT</b> RSA 72:35	\$700 (\$701 up to \$4,000 upon adoption by the municipality pursuant to RSA 72:27-a), is subtracted from the property taxes due on the applicant's residential property.	Any person who: <ul style="list-style-type: none"> <li>• Has been honorably discharged or an officer honorably separated from military service and who has a total and permanent service-connected disability;</li> <li>• Is a double amputee or paraplegic because of service-connected injury; or</li> <li>• Is the surviving spouse of above qualified veteran and remains single.</li> </ul>
<b>TAX CREDIT FOR COMBAT SERVICE</b> RSA 72:28-C <i>Must be adopted by Municipality</i>	\$50 up to \$500 upon adoption by the municipality pursuant to RSA 72:27-a is subtracted from the property taxes due on the applicant's residential property.	Every resident of this state engaged at any point during the taxable period in combat service as a member of the NH National Guard or a reserve member of the United States Armed Forces called to active duty. The application for the tax credit must be accompanied by the service member's military orders.
<b>CERTAIN DISABLED VETERANS - EXEMPTION</b> RSA 72:36-a  "...shall be exempt from all taxation on said homestead..."	Any person who: <ul style="list-style-type: none"> <li>• Has been discharged under conditions other than dishonorable, or an officer who has been honorably separated from military service;</li> <li>• Owns a specially adapted homestead which has been acquired with the assistance of the Veterans Administration or by using proceeds from the sale of any previous homestead which was acquired with the assistance of the Veterans Administration; and</li> <li>• Is 100 percent permanently and totally disabled as prescribed in 38 C.F.R 3.340, total and permanent total ratings and unemployability; or is a double amputee of the upper or lower extremities or any combination thereof, or paraplegic, as the result of service connection; or has blindness of both eyes with visual acuity of 5/200 or less, as the result of service connection.</li> </ul> <p>The surviving spouse of an eligible veteran may also apply. Satisfactory proof of such service connection disability must be furnished to the assessor.</p>	

A list of the Veterans' qualifying medals and discharge papers can be found at: <http://www.revenue.nh.gov/mun-prop/property/exemptions-tax-credits.htm>

## IMPROVEMENTS TO ASSIST PERSONS WITH DISABILITIES AND THE DEAF

EXEMPTION	AMOUNT OF EXEMPTION	WHO MAY APPLY
<b>IMPROVEMENTS TO ASSIST PERSONS WITH DISABILITIES</b> RSA 72:37-a <b>DEAF OR SEVERELY HEARING IMPAIRED PERSONS</b> RSA 72:38-b	The value of improvements made for the purpose of assisting a person with a disability or deafness is deducted from the assessed value of the residential real estate.	Any person owning residential real estate upon which he resides and to which he has made improvements for the purpose of assisting a person with a disability or deafness who also resided on such real estate.

OPTIONAL EXEMPTIONS BELOW MUST BE ADOPTED BY THE MUNICIPALITY BEFORE ANYONE MAY APPLY

EXEMPTION	AMOUNT OF EXEMPTION	WHO MAY APPLY
<b>DISABLED EXEMPTION</b> RSA 72:37-b	The amount of the exemption and the level of income and assets (excluding the value of the property owner's residence) are determined by vote of the municipality per RSA 72:27-a.	Any person eligible under the Federal Social Security Act for benefits to the disabled, and who has been a New Hampshire resident for at least five years by April 1 of the year the exemption is claimed.  <b>NOTE: See Financial Qualifications on Page 3.</b>
<b>DEAF EXEMPTION</b> RSA 72:38-b	\$15,000 (unless the municipality votes an increase) is subtracted from the assessed valuation.	NH residents who are deaf or severely hearing impaired, have been a NH resident for more than five consecutive years, and meet the income and asset requirements.

## PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

OPTIONAL EXEMPTIONS BELOW MUST BE ADOPTED BY THE MUNICIPALITY BEFORE ANYONE MAY APPLY <i>continued</i>		
EXEMPTION	AMOUNT OF EXEMPTION	WHO MAY APPLY
<b>SOLAR ENERGY SYSTEMS</b> RSA 72:61 and RSA 72:62	Determined by vote of the municipality pursuant to RSA 72:62.	Any person owning real property equipped with a solar energy heating or cooling system, as defined in RSA 72:61.
<b>WOODHEATING ENERGY SYSTEMS</b> RSA 72:69 and RSA 72:70	Determined by vote of the municipality pursuant to RSA 72:70.	Any person owning real property equipped with a woodheating energy system, as defined in RSA 72:69.
<b>WIND-POWERED ENERGY SYSTEMS</b> RSA 72:65 and RSA 72:66	Determined by vote of the municipality pursuant to RSA 72:66.	Any person owning real property equipped with a wind-powered energy system, as defined in RSA 72:65.
<b>ELECTRIC ENERGY STORAGE SYSTEMS</b> RSA 72:84 and RSA 72:85	Determined by vote of the municipality pursuant to RSA 72:85.	Any person owning real property equipped with an electrical energy storage system, as defined in RSA 72:84.
<b>RENEWABLE GENERATION AND ELECTRIC ENERGY STORAGE SYSTEMS</b> RSA 72:87	Determined by vote of the municipality pursuant to RSA 72:87.	Any person owning a renewable generation facility, as defined in RSA 72:73, an electrical energy storage system, as defined in RSA 72:84, and any person or facility qualifying for exemption as defined in RSA 72:87.



**City of Berlin, NH**  
Elderly Exemption Application



Address of your Primary Residence: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's DOB: \_\_\_\_\_

Co-Owner's/Spouse Name: \_\_\_\_\_ Co-Owner's DOB: \_\_\_\_\_

Married \_\_\_ Single \_\_\_ Widowed \_\_\_ If married, how many years? \_\_\_\_\_

NH Resident Since \_\_\_\_\_ Prior address if less than 3 years \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Is this your primary place of abode? Yes \_\_\_ No \_\_\_

Are you receiving a deduction or exemption from any other State, City or Town? Yes \_\_\_ No \_\_\_

Is your property listed in a Life Estate or Trust Name: \_\_\_\_\_

(If property is owned by a Trust, a PA-33 must be completed with a full copy of Trust)

**INFORMATION REQUESTED IS FOR CALENDAR YEAR 2023**

**ANNUAL INCOME**

Please answer all questions; **if any of the following categories do not apply, please write N/A.**  
End of year supporting documents **must be submitted** with this application; items in bold are examples of supporting documents and are not limited to the ones listed.

	<b>OWNER</b>	<b>CO-OWNER/SPOUSE</b>
Social Security (gross, annual) <b>(1099-SSA)</b>	\$ _____	\$ _____
Social Security Disability Income	\$ _____	\$ _____
VA Benefits	\$ _____	\$ _____
Wages/Salaries-Gross <b>(W-2's)</b>	\$ _____	\$ _____
Pensions & Retirement <b>(1099-R's)</b>	\$ _____	\$ _____
401K, IRA'S , Annuities <b>(1099-R'S)</b>	\$ _____	\$ _____
All Interest Income <b>(1099-INT's)</b>	\$ _____	\$ _____
All Dividend Income <b>(1099-DIV's)</b>	\$ _____	\$ _____
Real Estate Rental Income	\$ _____	\$ _____
Fuel, Electric, Rental and/or any other Assistance	\$ _____	\$ _____
Other Income Not listed Above (type _____)	\$ _____	\$ _____
<b>TOTAL ANNUAL INCOME</b>	<b>\$ _____</b>	<b>\$ _____</b>

**INCOME SHOULD NOT EXCEED \$18,900 IF SINGLE; \$26,400 IF MARRIED**



## Elderly Exemption Certification Affidavit

I, the undersigned, agree to repay the City of Berlin, NH, for any exemption procured through willful misrepresentation. Misrepresentation or omission of information may result in denial of exemption from the City of Berlin, NH.

I certify that I have been a resident of NH for 3 consecutive years as of April 1<sup>st</sup> in the years applying for tax exemption.

I certify under penalty of perjury that I am not receiving any other residential tax exemption or tax credit in any other community within New Hampshire and I am not receiving a similar benefit, such as a homestead exemption, in any other State.

If there is any change in my household circumstances, including but not limited to: income, assets, marital status, a move, or a change of deed, I must report it to the Assessor's Office within 30 days. Failure to do so may result in suspension of assistance.

I swear under penalty of perjury, and certify that the information provided in the application, including income and asset statements, is true to the best of my/our knowledge.

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Owner's Signature

Date

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Co-Owner's Signature

Date

Would you like the City of Berlin Assessor's Office to return financials after review of your application or to shred the financials? **Please check one.**

Return Financials After Review \_\_\_\_\_  
(Please include a Self Addressed Stamped Envelope)

Shred Financials \_\_\_\_\_