

# **CITY OF NEWPORT NEWS**

## **Commissioner of the Revenue**

### **REAL ESTATE TAX DEFERRAL FOR THE ELDERLY AND DISABLED**

**Fiscal Year July 1, 2012 – June 30, 2013**

#### **Application Instructions**

#### **General Information**

- All income and asset information reported must be for the calendar year ending December 31, 2011.
- The applicant must complete all sections of the application in full, and must have the signature notarized. Failure to provide all required information or failure to have the signature notarized may disqualify the application.
- Any changes during the tax year which would affect the applicant's eligibility must be immediately reported to the Office of the Commissioner of the Revenue.

#### **Section 1 - Applicant Information**

- Enter applicant's name, social security number, and date of birth. Enter the spouse's information if applicable. If the spouse is deceased, write "deceased" and the date of death in the space.
- Enter the address of the home for which tax deferral is being requested and answer questions A-D.
- The applicant must occupy the home unless he/she resides in a hospital, nursing home, convalescent home or other facility for physical or mental care. If the homeowner resides in one of the listed facilities, the home cannot be used by or leased to others for consideration.
- If the applicant and/or spouse are permanently and totally disabled, the applicant must provide verification of disability as explained on the enclosed general information document.

#### **Section 2 - Other Persons (Relatives and Non-Relatives) Living At the Above Address**

- List the name, social security number, relationship, and date of birth for ALL relatives and non-relatives who reside in the qualifying home. If no relatives or non-relatives live with the applicant, write "none" in the space. If more than three relatives or non-relatives reside in the home, contact our office for an additional form.

#### **Section 3 - Total Annual Combined Gross Household Income – 1/1/2011 – 12/31/2011**

- For the purposes of this application, income shall mean total gross income from all sources, without regard to whether a tax return is actually filed. Income shall not include life insurance benefits or receipts from borrowing or other debt.
- The applicant must report all income, taxable and non-taxable, received from all sources during the calendar year 2011 by the applicant, spouse, and all relatives and non-relatives who live in the dwelling.

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- Exact amounts of income must be reported. Approximate or estimated amounts are not acceptable. For each type of income, report the **annual** amount of income (the amount for the entire year).
- The amount of Social Security income to be reported on the application is the amount in Box 5 of your 2011 Social Security benefit statement (Form SSA-1099). Do **not** provide the amount of the monthly check multiplied by 12.
- The applicant must report all interest earned in 2011 on savings accounts, certificates, or any other interest-bearing instruments; and all dividends earned in 2011 on investment instruments.
- If any person listed in this section has no income, enter a zero on the total income line for that person.

#### **Section 4 – Balances of Accounts or Values of Assets on December 31, 2011**

- All assets of the applicant and spouse must be included on the application. This does not include the residence where the applicant resides and up to one acre of land it is situated upon.
- Report the exact dollar amount of all assets for the applicant and spouse. Approximate or estimated amounts are not acceptable.
- The applicant and spouse must report the cash value (not the face value) as of December 31, 2011 of any life insurance policies owned. If you do not know the cash value, you must contact your insurance agent for the information.
- All vehicles, boats, trailers, campers, and RV's must be listed to include the year, make, and model. All information must be provided. Write "none" if no vehicles, etc. are owned.
- All real estate owned by the applicant or spouse other than the principal dwelling must be listed as an asset, including property located in Newport News and/or in other localities or other states. The address of the property must be provided. Use the real estate property assessment from the locality where the property is located to determine the value of the property.

#### **Section 5 – Election of Amount of Deferral – NEW FOR 2012!**

- The applicant must indicate the amount of real estate tax to be deferred, up to one hundred percent (100%) of the tax liability. If the applicant elects to defer less than 100%, the percentage of the tax to be deferred must be indicated. If less than 100% of the tax is deferred, the applicant will be billed and must pay the remaining balance of the tax.

#### **Section 6 - Signature and Notarization**

- The application must be signed and dated in the presence of a notary public to affirm that the information provided is true and correct. The notary public must sign the application, complete the required information, and affix a seal.
- Your completed application can be notarized free of charge at either location of the Office of the Commissioner of the Revenue.