

[town]
[town address]

April 2, 2014

[taxpayer]
[property address]

Re: Elderly Exemption

Dear Taxpayer:

As a result of the State of New Hampshire Assessment Review program that began in 2003, the Selectmen's Office needs to verify once in every review cycle (5 years) that a recipient of an exemption or credit still qualifies to receive it. The town's second cycle year for assessment review is 200[?].

Our records indicate that the above referenced parcel is receiving an elderly exemption of **[\$00,000]** from the assessed value pursuant to RSA 72:39-a. New Hampshire State Statute requires that our office have on file a completed application form for each property owner receiving an exemption. We found no record of a permanent application form in the folder for your property. If you are the individual that originally qualified for the exemption, please fill out the enclosed application form and return it to the Selectmen's Office no later than **[date]**. Also include the following:

- List of assets, value of each asset, net encumbrance and net value of each asset. (*excluding the value of the actual residence in accordance with RSA 72:39-a(c)*).
- Statement of applicant and spouse's income.
- Federal Income Tax Form.
- State Interest and Dividends Tax Form.
- Property Tax Inventory Form filed in any *other* town.
- Birth Certificate or Driver's License to verify proof of age.

A qualification worksheet has been included to assist you in making sure all documents are in place to ensure the continuance of your exemption. We will be glad to make copies of any documents for you. All documents are considered confidential and will be returned to you after a decision is reached on the exemption.

Please respond to this inquiry promptly. Our office will be removing the **[\$000]** credit from your property record prior to the printing of the final tax bill for the 200[?] property tax year if we do not receive the proper documentation supporting your entitlement to this credit. Thank you for your cooperation in this matter.

Sincerely,

Administrative Assistant

cc: File