



CITY OF SOUTH PORTLAND

P.O. Box 9422
25 Cottage Road
South Portland, Maine
04116-9422

Property Tax Assistance Program
For Property Tax Assessed as of April 1, 2015
Application Deadline – April 15, 2016

Applicant's First Name

MI

Last Name

Applicant's Social Security Number

Applicant's Date of Birth

Spouse's First Name

MI

Last Name

Spouse's Social Security Number

Spouse's Date of Birth

Mailing Address (P.O. Box, street and apartment number)

City

State

Zip Code

Daytime Telephone Number

Please turn page over and fill out other side

Please answer the following questions:

	YES	NO
1a. Is the applicant over 70 years of age or older?	_____	_____
1b. Has the applicant owned or rented a home in the City of South Portland at the time of application and for the entire 2 years prior to the date of application?	_____	_____
1c. Has applicant filed Form 1040ME, including PTFC (Property Tax Fairness Credit) for 2015? Please attach a copy of the Form 1040ME and PTFC.	_____	_____
1d. Has the applicant been a resident of the City of South Portland for at least 10 years out of the last 12 years immediately preceding the date of application?	_____	_____
1e. If the applicant owns a home, has he/she applied for a homestead property tax exemption?	_____	_____
2. What is the physical location of the property where you lived during 2015 (if different from mailing address above) _____		
3. If you paid rent in 2015, list your landlord's name and telephone number: _____		

Under penalties of perjury, I declare that I have examined this application and to the best of my knowledge and belief, it is true, correct and complete. Applications may be audited either before or after refunds are issued.

Signature of Applicant

Date

Signature of Preparer
(other than applicant)

Date



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South Portland Property Tax Assistance Program

Thank you for your interest in the South Portland Property Tax Assistance Program. Enclosed is an application. Please follow the instructions below.

1. Fully complete *both sides* of the enclosed application. Make sure that you sign the back of the application. *Incomplete applications will not be processed.*
2. Attach a *signed* copy of your 2015 Form 1040ME, **including** Schedule PTFC (Property Tax Fairness Credit).

Return the application to:

City of South Portland
Attn: Treasury Specialist
P.O. Box 9422
South Portland, ME 04116

3. Note that applications *must* be received on or before **April 15, 2016**.
4. Please remember that you must complete an application *every year* in order to participate in the program.
5. Any credits/refunds will be applied to the May, 2016 tax bill after April 15th. Therefore, please *do not* pay your May bill until after you receive a letter from us with your adjusted amount due. The letters will be mailed by April 19th, giving you plenty of time before the May 12th due date.

If you have any questions or need assistance completing the application, please contact Tracey O’Roak at 767-7609.

Frequently Asked Questions

Do both applicants have to be over the age of 70? No, as long as the first applicant is over the age of 70, the co-applicant can be under 70.

What if I turn 70 later this year after the April 15th deadline? You must be 70 on or before April 15, 2015 to qualify for this year's program.

What if I haven't filed my State Income Tax forms yet (Form 1040ME)? You must wait until you have completed your 1040ME, including Schedule PTF (Property Tax Fairness Credit) before you apply for the City's program.

I rented for part of the year and owned my own home for part of the year. Am I eligible for a refund? Yes, if you otherwise qualify. List the tax assessed for the part of the year you owned and occupied your own home and claim the amount of rent you paid for the portion of the year you rented. Remember that each home must have been your primary home during the part of the year you occupied the home.

Do I have to provide my phone number and what will it be used for? Yes, we must have a daytime phone number provided in case we have questions about your application. We will not call unless we require additional information. We will not give out your phone number to any other party or agency.

Will I automatically be sent an application next year? Yes, if you qualified for a refund this year, we will automatically send you an application next January.