

[town]
[town address]

March 31, 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 first 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. A recent review of your assessment records revealed that the below items have not been provided or those that have been provided in the past are out of date and need updating.

- 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.

Enclosed for your use is a qualification worksheet to be filed out and returned to the Selectmen's Office no later than **[date]**. 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.

We will make every attempt to assist you in making sure all documents are in place to ensure the continuance of your exemption. Please call the Selectmen's Office at **[number]**, **[day & time]**.

Thank you for your assistance in this matter.

Sincerely,

Administrative Assistant

cc: File