



**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, 2023  
**Application Deadline – May 1, 2023**

\_\_\_\_\_  
*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 65 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 2022? <b>Please attach a copy of the Form 1040ME and PTFC.</b>	_____	_____
1d. Has the applicant been a resident of the City of South Portland for at least 7 years out of the last 9 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 2022 (if different from mailing address above) _____		
3. If you paid rent in 2022, 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 the enclosed application. **Both sides of the application must be completed.** Make sure that you sign the application. *Incomplete applications will not be processed.*
2. Attach a *signed* copy of your 2022 Form 1040ME, **including** Schedule PTFC (Property Tax Fairness Credit).

3. Return the application to:

City of South Portland  
Attn: Victoria Inman  
P.O. Box 9422  
South Portland, ME 04116

4. Note that applications *must* be received on or before **May 1, 2023**.
5. Please remember that you must complete an application *every year* in order to participate in the program.
6. Any credits/refunds will be applied to your 2023 tax bill unless your taxes are paid in full then you would receive a check.

*If you have any questions or need assistance completing the application, please contact Vicki Inman at 767-7612 or [vinman@southportland.org](mailto:vinman@southportland.org)*

## **Frequently Asked Questions**

***Do both applicants have to be over the age of 65?*** No, as long as the first applicant is over the age of 65, the co-applicant can be under 65.

***What if I turn 65 later this year after the May 1st deadline?*** You must be 65 on or before May 1st, 2023 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 PTFC (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.