

Community Preservation Act (CPA) Surcharge Exemption FY2024 Guidelines

A new application is required each year. The filing deadline is April 1, 2024, and cannot be extended for any reason. NOTE: Per state law, if an exemption is granted, the exemption amount can only be applied to the Actual (not Preliminary) Tax Bills. Preliminary is the 1st & 2nd quarter bills, Actual is the 3rd & 4th quarter bills.

Qualifications:

- Must own and occupy the property as domicile as of January 1, 2023

Must meet income guidelines, detailed below:

FY2024 CPA Exemption Qualification Limits

Household Size:	Moderate Income Limit (Property owned and occupied by a senior age 60 or older)	Low Income Limit (Property owned and occupied by a non- Senior)
1	\$103,320	\$82,656
2	\$118,080	\$94,464
3	\$132,840	\$106,272
4	\$147,600	\$118,080
5	\$159,408	\$127,526
6	\$171,216	\$136,973
7	\$183,024	\$146,419
8	\$194,832	\$155,866

Note: Harvard Area Wide
Median Income issued by
HUD:

\$147,600

Annual household income is the income received from all sources regardless of income tax status under federal or state law during the calendar year preceding January 1, 2023 by all members of the household 18 or older who are not full-time students, less deductions for dependents other than a spouse (currently \$300 per dependent) and out of pocket medical expenses exceeding 3% of annual gross income. That amount must be at or below the applicable income limit for the household type (senior or non-senior) and size.

Your Income (gross receipts) means income from all sources and is broader than taxable income for federal or state income tax purposes. Income includes but is not limited to; salary,

wages, social security, rental income, interest, dividends, distributions, pensions and all other retirement benefits. You may be requested to provide evidence of residency, ownership and occupancy

Required Documentation, please provide;

- Copy of Birth Certificate, if Senior 60 or older, first time applicants only
- Complete 2022 Federal Income Tax Returns for all members of household who are 18 or older and not full time student are required.
 - See below for alternatives if you do not file an Income Tax Return

For Properties Held in Trust:

The applicant must be a Trustee of the Trust **and** have a beneficial interest in the property.

Trust documentation must be provided, (unless already on file with the Assessors' Office).

NOTE: If you have provided trust documentation in the past and nothing has changed with the Trust, please do not send in again.

- A copy of the entire Trust Document, including the Schedule of Beneficiaries
- A copy of any amendments made to the trust and or Trustees
- A copy of any amendments made to the Schedule of Beneficiaries

If you do not file a Federal Income Tax Return:

Please request an "IRS Verification of Nonfiling Letter," and provide the following required Income documentation.

- State Income Tax Circuit Breaker (CB Form)

OR

- All 2022 1099 forms
- All 2022 W-2 forms

Income cannot exceed the Annual Limits for Household Type and Size (see chart on page 1). Your application cannot be processed unless it is completed and all required documents have been received.

If you have any questions, please contact the Assessors' Office at 978-456-4100, x315