COMMUNITY PRESERVATION ACT
TAXPAYER’S GUIDE TO LOCAL PROPERTY SURCHARGE EXEMPTION
For Fiscal Year 2020

The CPA exemption provides a real estate CPA surcharge exemption to seniors 60 or older and other residential property owners who meet specific ownership, residency, and income requirements.

**CPA Residential Exemption:** The first $100,000 of residential property value is automatically exempt from the CPA surcharge. The CPA surcharge on your FY20 bill accounts for the $100,000 exemption.

**CPA Low/Moderate Income Exemption:** Qualifying lower income owners and low-to-moderate income seniors (60 or older) may be eligible for a full surcharge exemption, based on income guidelines established by the Commonwealth each year.

**APPLICATION:**
You must file an application each year with the Pittsfield Board of Assessors. An application for CPA exemption is due April 1, 2020.

If you wish to apply for one of the above exemptions you must complete and return a standard 4-page application to the Board of Assessors annually and provide the following income documentation for *ALL HOUSEHOLD MEMBERS 18 and older who were not full time students during the previous calendar year.*

**Calculation of Each Owner’s Household Income**

1. **Household Annual Gross Income from all sources:**
   Includes income of all household members who were 18 or older and not full time students during calendar year. *(This includes all co-owners)*

2. **Deduct Dependents Allowance:**
   Number dependents on January 1 (not spouse) x $300 (DCHD allowance)

3. **Deduct Medical Expenses Exclusion:**
   Total out of pocket medical expenses of all household members for calendar year, exceeding 3% of household annual gross income. Out of pocket medical expenses include health insurance premiums, payments to doctors, hospitals and other health care providers, diagnostic tests, prescription drugs, medical equipment or other expenses not paid or reimbursed by employers, public/private insurers or other third parties.

**DOCUMENTATION:**
You must provide the assessors with whatever information is reasonably required to establish your eligibility. This information includes:

1. Birth certificates or Massachusetts driver’s license *(If it is your first year applying)*
2. Evidence of ownership, domicile and occupancy.
3. All income statements: *2018* Income tax returns, Social Security, Pension, Interest & Dividends, Child Support, Alimony, Public Assistance, Unemployment Insurance, regular contributions/gifts from parties outside the household and Disability compensation
4. Income for apartment units (if applicable) for 2018 calendar year.
   *(Includes income of all household members who were 18 or older and not full time students during calendar year).*

(CONTINUED)
ELIGIBILITY REQUIREMENTS:
You must satisfy tests relating to age, domicile, ownership, occupancy, annual income. All eligibility requirements must be met as of January 1 of the tax year. *(The fiscal year of cities and towns begins July 1 and ends the following June 30.)*

AGE: For the Senior moderate income limits you must be 60 or older by January 1, 2019

OWNERSHIP AND DOMICILE:
You must own and occupy the property as your domicile. Your domicile is where your principal and legal home is located, your family, social, civic and economic life is centered and you plan to return whenever you are away. You may have more than one residence, but only one domicile.
1. If you hold a life estate in the domicile, you are the owner.
2. If your domicile is held in a trust, you are the owner only if:
   a. You are a trustee or co-trustee of that trust, and
   b. You have a sufficient beneficial interest in the domicile.

Income cannot exceed the following limits (established annually) based on the area wide median income determined by the United State Department of Housing & Urban Development (HUD).

<table>
<thead>
<tr>
<th>Household Size (#persons)</th>
<th>Senior Household</th>
<th>Non-Senior Household</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 person</td>
<td>$56,000</td>
<td>$44,800</td>
</tr>
<tr>
<td>2 persons</td>
<td>$64,000</td>
<td>$51,200</td>
</tr>
<tr>
<td>3 persons</td>
<td>$72,000</td>
<td>$57,600</td>
</tr>
<tr>
<td>4 persons</td>
<td>$80,000</td>
<td>$64,000</td>
</tr>
<tr>
<td>5 persons</td>
<td>$86,400</td>
<td>$69,120</td>
</tr>
<tr>
<td>6 persons</td>
<td>$92,800</td>
<td>$74,240</td>
</tr>
<tr>
<td>7 persons</td>
<td>$99,200</td>
<td>$79,360</td>
</tr>
<tr>
<td>8 persons</td>
<td>$105,600</td>
<td>$84,480</td>
</tr>
</tbody>
</table>

Note: The annual income limits are based on the median income for the Pittsfield area, set by the US Department of Housing and Urban Development, and income limits are based on inclusionary housing program guidelines.

You may download the application directly from the city’s website [www.cityofpittsfield.org](http://www.cityofpittsfield.org). Applications are also available at the Assessor’s Office, 70 Allen St, RM 108, Pittsfield. Office Hours are Monday through Friday 8:30am – 4:00pm

If you have any questions please contact the assessors’ office at (413) 395-0102.

Thank you,

Pittsfield Board of Assessors