

Commissioner of the Revenue

City of Newport News

MOBILE HOME TAX DEFERRAL FOR THE ELDERLY AND DISABLED **Calendar Year January 1, 2023– December 31, 2023**

General Information and Instructions

Applicants with Mortgaged Property: The applicant is responsible to meet any requirements imposed as part of any *Promissory note, Reverse Mortgage or Deed of Trust*. **It is the applicant's responsibility to confirm any deferment granted will be recognized by the applicant's mortgage lender prior to submitting the application.** The City of Newport News makes no representation as to the effect the deferral of mobile home tax payments may have under any Deed of Trust, Reverse Mortgage or Promissory Note. Applicants are encouraged to contact their mortgage lender prior to applying for the City's Mobile Home Tax Deferral program. Failure of a mortgage lender to recognize the City of Newport News Tax Deferral program is a matter solely between the applicant and the mortgage lender.

The City of Newport News offers mobile home tax deferral for elderly and disabled homeowners who meet the eligibility requirements. In order to qualify the applicant:

- Must file an application for tax deferral every year no later than June 30th. Any application filed after June 30th will not be processed, with the exception of certain hardship situations. The Current filing for 2023 impacts the year beginning January 1, 2023 and ending Dec. 31, 2023; therefore, if you qualify for deferral, it will apply to real estate tax bills due on June 5, 2023 and December 5, 2023.
- Must be a qualifying owner who is at least 65 years of age or permanently and totally disabled by December 31, 2022. The applicant must own the mobile home as of July 1, 2022, with their name on the deed and must reside in the home unless he/she resides in a hospital, nursing home, convalescent home or other facility for physical or mental care. Applicants who reside in one of the listed facilities shall provide proof of residency and shall not use or lease their mobile home to ensure qualification for mobile home tax relief. All owners listed on the deed must reside in the dwelling, and meet the age or disability requirement. If the applicant or spouse is under age 65 and disabled a certification of disability from the Social Security Administration, Veterans' Administration, or the Railroad Retirement Board must be submitted with the application each year.

The certification letter must show:

- 1) a current year date
- 2) the **onset** date of the disability
- 3) the entitlement date disability benefits began.

Disabled applicants may provide sworn affidavits by two (2) medical doctors licensed to practice medicine in the Commonwealth of Virginia showing the individual is totally and permanently disabled with their application as well. Medical affidavit forms are available from our office upon request.

- Cannot exceed \$50,000 in total household income for the applicant, spouse, and all relatives and non-relatives who live in the residence. When completing the application, income shall mean total gross income from all sources, without regard to whether a tax return is filed. The applicant must report all income, taxable and non-taxable, received from all sources during calendar year 2022 by the applicant, spouse, and all relatives and non-relatives who live in the dwelling. **Bona-fide caregivers** must meet other requirements. Income shall not include life insurance benefits or receipts from borrowing or other debt. Income examples may include:

Federal income tax return (if required to file)
Wages – W-2 statement(s)

Self-Employment Income – Schedule C from federal income tax return
Unemployment Compensation – 1099-G
Social Security (SSA/SSI) – SSA-1099 (Box 5)
Railroad Retirement – annual benefits statement
Non-taxable Veteran’s Benefits – VA documentation
Military Pensions – 1099-R
Other Pensions – 1099-R
Annuity & IRA Disbursements – 1099-R
Interest and Dividends – 1099-INT or 1099-DIV
Rental Income – dated receipts
Capital Gains – 1099-B
Gifts/Lottery/Gambling – 1099-MISC
Royalties
Government Assistance
Support payments – court decree
Verification of income of relatives and non-relatives who live in the home

- Cannot exceed \$200,000 in combined assets for the applicant and spouse, excluding the residence and up to one acre of land. All real estate owned by the applicant or spouse other than the principal residence must be listed as an asset, including property located in Newport News, other localities or other states. The address of the property is required. Value of the property can be determined by using the real estate property assessment from the locality where the property is located. Asset examples may include:
 - a. Checking accounts – bank statements must include the balances on December 31, 2022
 - b. Savings accounts – bank statements must include the balances on December 31, 2022
 - c. Stocks, bonds, CDs, money market certificates, IRAs, and similar asset accounts showing the balances on December 31, 2022
 - d. Cash value of life insurance policies (not the face value of the policies) on December 31, 2022

Applications shall include the following when applicable:

- If the spouse is deceased, write “deceased” and the year of death in the space provided.
- If more than three relatives or non-relatives reside in the home, provide those names and other identifying information required on a separate sheet of paper.
- Exact amounts of income and assets must be reported. Approximate or estimated amounts are not acceptable.

Please contact the Office of the Commissioner of the Revenue by calling (757) 926-3535 if additional application assistance is needed.

SOLID WASTE FEE RELIEF PROGRAM

Your application for mobile home tax deferral will also be used to determine your eligibility for the solid waste fee relief program. If you do not qualify for the mobile home tax deferral, you will need to apply for the solid waste fee relief separately. The mobile home tax deferral program and the solid waste fee relief program have different income eligibility guidelines. Therefore, you may be eligible for the mobile home tax deferral and ineligible for the solid waste fee relief or vice versa.