



**TOWN OF COVENTRY**  
**1670 Flat River Road**  
**Coventry, RI 02816**

*Kerrin E. Martini, RICA*  
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January 19, 2024

«Address»

«Account\_»

Dear Coventry Resident,

In accordance with the Town Charter and Code Section 217-4, the Town Council may exempt from taxation, and/or freeze the tax rate and valuation, on certain property which is **owned and occupied** by any eligible person totally disabled or over the age of 65. In addition, under Code Section 217-5E, all exemptions shall terminate upon conveyance of the subject property, death of the person exempted, the moving of such person from the Town, or failure to file an annual declaration of eligibility affidavit.

The tax records at the Town of Coventry indicate that your taxes are currently frozen or a portion exempt in accordance with the provisions of the Town Charter. Therefore, in accordance with Section 217-7, Renewals, the Tax Assessor's office, in conjunction with the Finance Director, is conducting an audit of selected properties/taxpayers currently receiving this tax exemption.

As a result of this audit process, please be advised that you are **required to appear, in person**, and submit an updated Senior/Disabled application form which is enclosed. Please be sure to bring your license or some other form of identification (picture) along with your birth certificate, certificate of citizenship, or some other documentation normally accepted by the Social Security Administration as proof of age.

In addition, if you are a **recipient of the disabled portion** of the freeze exemption, please provide proof of SSDI payment, and a signed letter from a licensed physician (on letterhead) stating how long you have been disabled and that you are totally and permanently disabled. If you are a **recipient of the Tax Relief portion due to income** please provide a signed, notarized Statement of Income with supporting documentation (copies can be made at the Assessor's office) and your most recent IRS tax return signed by the preparer and taxpayer(s), or transcript of the most recent tax return obtained from the IRS. Transcripts may be obtained from the IRS online or by filing Form 4506-T which are available on the Town of Coventry's website under the Tax Assessor.

**You must respond to this correspondence and appear in person with all required documentation on or before March 29, 2024, Monday through Thursday, 9am to 1pm at the Coventry Town Hall. FAILURE TO APPEAR PRIOR TO MARCH 29, 2024 WILL RESULT IN THE DENIAL OF THIS EXEMPTION EFFECTIVE WITH THE 2024 TAX BILLING.** If you are incapacitated and unable to appear at the Tax Assessor's office, please contact the Tax Assessor and arrangements will be made for a Town representative to meet with you to review and obtain all applicable paperwork. If this is the case you must make an appointment no later than **February 26, 2024, so that the documentation may be reviewed and submitted by the March 29, 2024 filing deadline.**

Sincerely,  
Town of Coventry

Kerrin E. Martini, RICA  
Tax Assessor

Enclosure