

Filing a Vermont Property Tax Credit Claim on a Homestead Property

– **IMPORTANT** –

The Homestead Declaration and Property Tax Credit Claim are due April 15, 2025.

The Vermont Homestead Declaration must be filed **every year**. The Homestead Declaration AND Property Tax Credit Claim (Form HS-122) and Household Income (Schedule HI-144) are combined.

The Vermont Department of Taxes encourages e-filing using tax commercial filing software or using [myVTax](https://myVTax.vermont.gov) (myvtax.vermont.gov). The instructions in this letter apply no matter which method you choose.

How to fill out the 2025 Form HS-122 Declaration of Vermont Homestead AND Property Tax Credit Claim

Section A: Vermont Homestead Declaration

A Homestead Declaration must be filed each year by the April due date, even if you are not required to file income taxes or do not plan to make a Property Tax Credit Claim. In 2025, the due date is April 15.

Towns use the Homestead Declaration to determine which properties are homesteads for purposes of receiving the homestead education property tax rate. If a Homestead Declaration is not filed, the property may be taxed at the nonhomestead property tax rate. Under Vermont law, a Homestead Declaration must be filed by the April due date of each year by every Vermont resident whose property meets the definition of a homestead. A Vermont homestead is the principal dwelling and parcel of land surrounding the dwelling, up to two acres.

It is your responsibility to claim the property as a homestead if you meet, or expect to meet, the following requirements:

- 1) you are a Vermont resident, and
- 2) you own and occupy a homestead as your domicile (primary home) as of April 1, 2024.

Note: If you meet these requirements, except that your homestead is leased to a tenant on April 1, 2025, you may still claim it as a homestead if it is not leased more than 182 days in the calendar year. To learn more about these requirements, please visit the Vermont Department of Taxes' Homestead Declaration page (tax.vermont.gov/property-owners/homestead-declaration).

If you have a ground lease, the Champlain Housing Trust will provide a completed Statement of Rent for Mobile Home Park Lot Rent, Co-ops, and Land Trusts (Form LRC-147), to you and to the Vermont Department of Taxes by January 31, 2025. Form LRC-147 provides you with the information needed to complete the Homestead Declaration for your owned home.

If you own both the home and the land on which it sits, you must file a Homestead Declaration for your property using Section A of the HS-122 by the due date, even if you don't plan to file the property tax credit claim. In Section A, use the 11-digit SPAN on the property tax bill you received in 2024.

You must sign the Homestead Declaration on the reverse side of the form (the signature section is below Section B of the Property Tax Credit Claim).

How to fill out the 2024 Schedule HI-144, Household Income

To file a Property Tax Credit Claim, you must first complete Schedule HI-144, Household Income. Household income is different from income reported on your tax return. Household income includes the income of everyone who has lived with you during the previous calendar year. You will need the name of each person and the person's Social Security Number.

If they are not a spouse/civil union partner and lived with you only part of the year, you only report the person's income during the period they lived with you. If they are a spouse or civil union partner, you must also include their income for all 12 months of the calendar year.

If you are legally separated or divorced by court order from your spouse/civil union partner, you do not need to include that person's income on Schedule HI-144 if the person does not live in the home with you. If the person still lives with you, then you must include the person's income as part of total household income, or if they lived with you for a portion of the year, you will need to include that portion of income in household income. need to include that portion of income in household income.

Exception

If you have a court-ordered restraining order in place against your spouse/civil union partner at the time of your application, you do not need to include that person's income on Schedule HI-144. There are other exceptions to household income described in the instructions to Schedule HI-144. More detailed information about household income, including what sources are not income, may be found at tax.vermont.gov/individuals/household-income.

Section B: Property Tax Credit Claim HS-122

To make a Property Tax Credit claim, property owners should complete Section B of the HS-122. Generally, those with a household income of less than \$115,000 in 2024 are eligible for a Property Tax credit.

When applying for a property tax credit, you will need your property tax bill. Complete the lines in Section B of the HS-122 as shown below:

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|-----------------|---|
| Lines B1-B3 | Check the appropriate "Yes" or "No" box to answer eligibility questions. ALL eligibility questions must be answered. |
| Line B4 | Enter the assessed Housesite Value shown on the 2024/2025 property tax bill. |
| Line B5 | Enter the Housesite Education Tax shown on the 2024/2025 property tax bill. |
| Line B6 | Enter the Housesite Municipal Tax shown on the 2024/2025 property tax bill. |
| Line B7 | Enter your Ownership Interest (percentage). If all owners live in the home, enter 100% |
| Line B8 | Enter from Schedule HI-144, Line z |
| Line B9 | No entry |
| Lines B10 & B11 | Enter the allocated education and municipal property taxes shown on Form LRC-147, provided to you by the Land Trust. To have your credit based on all the property taxes you have paid (both your home and the land), you must fill in this amount. |
| Lines B12 & B13 | If you own contiguous property, you may use the property taxes from that parcel if the property tax bill for your dwelling has under two acres or part of the dwelling or a building, such as a garage, is on the contiguous property. |

You must sign the Property Tax Credit Claim (the signature block is at the bottom of the form).

Submit both your HI-144 and your HS-122 to the Vermont Department of Taxes.

Late Penalties

If the Homestead Declaration is filed after the April due date, the municipality may assess a penalty of up to 8% of the homestead education tax on the property. The Property Tax Credit Claim may be filed through Oct. 15, 2025. Generally, claims cannot be accepted after the October filing due date.

Resources

- An electronic version of this form as well as other FAQs can be found on our HomeOwner Website: <https://www.getahome.org/tax-information/>
- [Vermont Department of Taxes](https://tax.vermont.gov) (tax.vermont.gov)
- [Pub. FS-1038, The Vermont Property Tax Credit](#) (tax.vermont.gov)
- [Pub. FS-1069, Vermont Tax Information for Owners of Housing Subject to a Housing Subsidy Covenant](#) (tax.vermont.gov)
- [Tax forms, instructions, and fact sheets](#) (tax.vermont.gov/forms-and-publications)

For more information or assistance, please contact the Vermont Department of Taxes at tax.individualincome@vermont.gov or call 802-828-2865 or 866-828-2865 (toll-free in Vermont)

E-file your Homestead Declaration and Property Tax Credit Claim for free at myVTax.vermont.gov. Once filed, you may also check the status of your submission using myVTax.

On the myVTax home page, select 'Check the Status of Your Return' in the Returns section.