

INSTRUCTIONS FOR APPLICANT REQUESTING CONSIDERATION FOR A POVERTY EXEMPTION

1. Applicant must obtain the proper application from the Assessor's Office. Handicapped or infirm applicants must call the Assessor's Office to make necessary arrangements for assistance.
2. Applicants must be owners of the property and reside there.
 - A. Must produce driver's license or other acceptable methods of identification.
 - B. Must produce a deed, land contract or other evidence of ownership if requested.
3. Applicant must fill out application form in its entirety and return it, in person, to this office, except as noted in item 1 above.
 - A. Must not sign it until returned.
 - B. Application must be witnessed by the Assessing Officer or Board of Review.
4. All applicants will submit last year's copies of the following:
 - A. Federal Income Tax Return – 1040 or 1040A – for all members of the household.
 - B. State Income Tax Return – MI-1040 – for all members of the household.
 - C. Homestead Property Tax Claim – MI-1040CR.
 - D. Home Heating Credit – MI-1040.CR-7.
 - E. Most recent proof of income from all sources – for all members of the household.
 - F. If claiming minor dependent(s) – must include FOC statement of support (If no support, must provide verification from FOC).
5. Applications must be filed with the Assessor prior to December 1st.
6. Applications may be reviewed by the Board without applicant being present. However, the Board may request that an applicant be physically present to respond to any questions the Board or Assessor may have. This means that you may be called to appear on short notice.
7. You may have to answer questions before the Board, at a meeting which is open to and attended by the public at large, regarding your financial affairs, your health, and the status of people living in your home.
8. Applicants appearing before the Board will be administered an oath, as follows:

“Do you _____ swear and affirm that evidence and testimony you will give on your own behalf before the Board of Review is the truth, the whole truth, and nothing but the truth, so help you.”
9. The Supervisor/Assessor must agree to the Board's decision as regards the disposition of all individual poverty claims or the decision is null and void.
10. Applicants will be evaluated based on:
 - A. Data submitted to the Board by petitioner.
 - B. Testimony taken from petitioner and information gathered from any source the Board may wish to use.
11. The Board will also consider all revenue and non-revenue producing assets owned by the petitioner and other members of the household in its deliberation as to whether relief should be granted.
12. The Board can only grant a property tax exemption based on poverty for the current year.
13. A successful applicant may be subject to personal investigation by the City. This would be done to verify information submitted or statements made to the Assessor or Board of Review in regard to their poverty tax exemption claim.
14. The Assessor may tape record and will keep minutes of all proceedings before the Board of Review and all meetings must be held in a municipal building.

PARCEL #: _____

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

POVERTY EXEMPTION APPLICATION

PARCEL #: _____

I, _____, Petitioner, being the owner and residing at the property that is listed below as my principal residence, apply for property tax relief under MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893. The principal residence of persons who, in the judgment of the township supervisor or city assessor and board of review, by reason of poverty are unable to contribute toward the public charges are eligible for exemption in whole or in part from taxation per MCL 211.7u(1).

In order to be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please print legibly and attach additional pages as necessary.

PERSONAL INFORMATION: Petitioner must list all required personal information.

Property Address of Principal Residence:	Daytime Phone Number:	
Age of Petitioner:	Marital Status:	Age of Spouse:
Number of Legal Dependents:	Age of Dependents:	
Applied for Homestead Property Tax Credit (yes or no):	Amount of Homestead Property Tax Credit:	

REAL ESTATE INFORMATION: List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the BOR meeting.

Property Identification Number:	Name of Mortgage Company:	
Unpaid Balance Owed on Principal Residence:	Monthly Payment:	Length of Time at This Residence:
Property Description:		

ADDITIONAL PROPERTY INFORMATION: List information related to any other property you, or any other household member, owns.

Do you own, or are you buying, other property (yes or no)? If yes, complete the information below.		Amount of Income Earned from Other Property:	
Property Address	Name of Owner(s)	Assessed Value	Amount & Date of Last Taxes Paid
		\$	
		\$	
		\$	

PARCEL #: _____

EMPLOYMENT INFORMATION: List your current employment information. Attach additional employment information for each member of the household.

Name of Employer:	Name of Contact Person:
Address of Employer:	Employer Phone Number:

List and provide documentation for all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRA's (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income. This applies to all members of the household.

Source of Income	Monthly or Annual Income (indicate which)

CHECKING, SAVINGS AND INVESTMENT INFORMATION: List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments. Please provide documentation.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

LIFE INSURANCE: List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payment	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

MOTOR VEHICLE INFORMATION: All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed. See sample below.*

Make/Model/Style	Year/Mileage/Color	Monthly Payment	Balance Owed
*Chevy / Impala / LS	2001 / 150,000 / Blue	\$100	\$2,500

PARCEL #: _____

LIST ALL PERSONS LIVING IN HOUSEHOLD: All persons residing in the residence must be listed.

First & Last Name	Age	Relationship to Applicant	Place of Employment	Monthly Earnings	Monthly House Contributions

PERSONAL DEBT: All personal debt for all household members must be listed.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

MONTHLY EXPENSE INFORMATION: The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A (not applicable) as necessary.

Heating:	Electric:	Water:
Phone:	Cable:	Food:
Clothing:	Health Insurance:	Garbage:
Daycare:	Car Expense (gas, repair, etc.):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):

PARCEL #: _____

LIST OF ASSETS: List all other assets owned or controlled by all members of the household and their value. For example: Boats, coin collections, art objects, antiques, silver, gold, etc.

Type of Asset	Owner of Asset (If Different from Applicant)	Value of Asset
		\$
		\$
		\$
		\$
		\$
		\$

If there is any further information that you would like to add, do so here:

PARCEL #: _____

For Board of Review Only

Disposition by Board of Review:

Date: _____

_____ Denied

_____ Reduced to: T/V \$ _____

A/V \$ _____

Board of Review Member's Signatures:

Assessor's Signature:

Jason Yoakam