

YEAR _____

PARCEL NUMBER _____

PROPERTY OWNER/RESIDENT _____

**GERRISH TOWNSHIP
APPLICATION
FOR
PRINCIPAL RESIDENCE POVERTY
EXEMPTION & ASSET TEST**

The filing of this form is necessary to determine if you qualify for a Principle Residence Poverty Exemption. The questions included in this application are necessary in order to determine hardship and asset status. You are required to answer each question. If you do not answer each question and supply all requested forms, sufficient information will not be available to grant an exemption.

Applications submitted that are not complete or do not include all requested forms will NOT be processed.

**INSTRUCTIONS FOR A PETITIONER
REQUESTING CONSIDERATION FOR A POVERTY EXEMPTION**

1. Petitioner(s) must complete the application as provided by the Assessor in its entirety and return it to the Gerrish Township Assessor's office in person Monday through Friday from 9:00am to 3:00pm, or by mail to: Gerrish Township, ATTN: ASSESSOR, 2997 E. Higgins Lake Dr, Roscommon, Michigan 48653.
2. Applications must be received before the day prior to the last day of the Board of Review.
3. Petitioner(s) will not be eligible for consideration if they do not meet the Federal Poverty Guidelines. (see table below)
4. Petitioner(s) must be the owners of property and reside at said property.
5. The petitioner(s) shall make an appointment with the Board of Review during the scheduled meeting times of the Board of Review. At that appointed time the Assessor or Board of Review may administer an oath to the petitioner(s).
6. Upon request of the Assessor or Board of Review, petitioner(s) must produce:
 - a. A valid driver's license or other acceptable method of picture identification
 - b. A deed, land contract or other evidence of property ownership
7. The application must include copies of the following:
 - a. Most recent Federal Income Tax Return – 1040, 1040A or 1040EZ
 - b. Most recent State Income Tax Return – MI 1040
 - c. Homestead Property Tax Claim

2017 FEDERAL POVERTY INCOME GUIDELINES

Size of Family Unit	Income Level Poverty Guidelines
1	\$11,880
2	\$16,020
3	\$20,160
4	\$24,300
5	\$28,440
6	\$32,580
7	\$36,730
8	\$40,890
For each additional person, add	\$4,160

**IN ORDER TO BE CONSIDERED FOR ELIGIBILITY,
PETITIONERS MUST COMPLETE THE FOLLOWING TASKS ON AN ANNUAL BASIS:**

1. Be an owner of and occupy, as a homestead, the property for which an exemption is being requested.
2. File a claim with the Assessor, Supervisor or Board of Review, accompanied by most recent federal and state income tax returns for all persons residing in the homestead. This includes any property tax credit returns filed in the immediately preceding year or in the current year.
3. File the completed Gerrish Township Application Principle Residence Poverty Exemption Income and Asset Test form after January 1st but before the day prior to the last day of Board of Review meetings.
4. Produce a valid driver's license or other form of picture identification if requested.
5. Produce a deed, land contract or other evidence of ownership of the property for which an exemption is being requested.
6. Meet the Federal Poverty Income Guidelines as defined and determined annually by the United States Office of Management and Budget. (see table pg. 2)
7. Asset Test: As required by P.A. 390 of 1994, all guidelines for poverty exemptions as established by the governing body of Gerrish Township shall also include an asset level test. The following assets as determined by the Gerrish Township Board shall be considered when applying for qualification for tax exemption:
 - A. Cannot own other assets as determined by the Board of Review of over \$10,000. This excludes the value of the homestead.

The Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review and/or Supervisor determines there are substantial, compelling and documentable reasons why there should be a deviation from the policy and federal guidelines. These are to be communicated in writing to the claimant.

**Gerrish Township
Hardship Exemption Application**

I, _____, on this _____ day of _____, 20 _____, being the owner and resident of the property listed below, apply for tax relief under MCL 211.7u of the Michigan General Property Tax Act. The real and personal property of persons who, in the judgment of the Supervisor and Board of Review, be reason of poverty are unable to contribute toward the public charges is eligible for exemption in whole or in part from the taxation under this act.

Property Code#	
Property Address:	

Property Description:

Telephone:	()	Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
-------------------	--------	------------------------	--

Age of Applicant: _____	Age of Co-Applicant: _____	Number of Dependents: _____
--------------------------------	-----------------------------------	------------------------------------

Name (s) of Dependents	Age (s) of Dependents

(IF ADDITIONAL SPACE IS REQUIRED PLEASE USE THE BACK OF THIS SHEET)

Have you applied for Homestead Property Tax Credit this year? Yes No

If yes, how much was your Property Tax Credit? \$_____ (Please refer to your attached MI 1040CR)

Approximate lot size of property on which the Homestead is located: _____

Does any other property in which you own adjoin the property in which you Homestead? Yes No

If yes, provide lot size/acreage: _____

Home Value: \$ _____	Amount Owed: \$ _____	Estimated Equity: \$ _____
----------------------	-----------------------	----------------------------

(In estimating equity, subtract the amount owed from the home value)

Name of Mortgage Company: _____

Monthly Mortgage Payment: \$ _____ Years of Residence at this location: _____

Please list any additional [properties owned or currently being purchased:

Property Address	Name of Owner	Assessed Value	Total Annual Taxes

Is there earned income from any of the above properties? Yes No Amount? \$ _____

Are you currently employed? Yes No Occupation: _____

Employer: _____ Address: _____

Telephone: () _____ Length of Employment: _____

Please list all persons living in this household:

Name	Age	Relationship	Place of Employment	Annual Contributing Income to Household

(IF ADDITIONAL SPACE IS REQUIRED PLEASE USE THE BACK OF THIS SHEET)

Accounts with Financial Institutions

You are required to disclose any and all checking, savings, certificates of deposit or other monetary assets in accounts you maintain with a financial institution. Please list these accounts below.

Name of Financial Institution	Type of Account	Balance as of this Date

(IF ADDITIONAL SPACE IS REQUIRED PLEASE USE THE BACK OF THIS SHEET)

Have you, within the last six months, made any large withdrawals or transferred to another individual amounts in excess of \$500.00 from any of the accounts listed above? Yes No

If yes, please list these transactions below:

Amount Withdrawn	Date of Withdrawal	Account	To Whom Transferred/For What Purpose (If applicable)

Loans with Financial Institutions

You are required to disclose any and all loans you may have with any financial institution. Use the space below to disclose those loans.

Name of Financial Institution	Type of Loan	Balance Owed as of this Date

(IF ADDITIONAL SPACE IS REQUIRED PLEASE USE THE BACK OF THIS SHEET)

Monthly Expenses

Please use the table below to report any and all of your monthly expenses.

Expense Type	Average Monthly Amount
Electricity	
Heating	
Telephone	
Cable/Internet	
Food	
Automobile	
Automobile Expenses	
Clothing	
Other: Please list	
Other: Please list	
Other: Please list	

Additional Information

You may use the following space below to provide any other information you feel is relevant to, or should be taken into consideration, in the Board of Reviews decision to grant hardship exemption:

Reason for Exemption Request

Do not sign this form until witnessed by the Supervisor, Assessor, Board of Review Member or a Notary Public.

This application shall be filed after January 1st but prior to the last day of Board of Review.

Property Address: _____

Notice: Copies of the following must be submitted with this application:

- Most recent Federal Income Tax Return Form
- Most recent State Income Tax Return Form
- Homestead Property Tax Credit claim (MI-1040CR)
- Other identification as requested

Notice: Any willful misstatements or misrepresentations made on these forms may constitute perjury, which, under law, is a felony punishable by fine or imprisonment. Statements found to be false may invalidate your application.

STATE OF MICHIGAN, COUNTY OF _____:

The undersigned, being duly sworn, deposes and says that the statements made in the foregoing application are true and that he/she has no money, income or property other than mentioned herein.

Printed Name of Petitioner

Signature of Petitioner

Date of Signature

Subscribed and sworn to me this _____ day of _____, 20_____.

Signature of Assessor, Board of Review Member, Supervisor or Notary Public

FOR BOARD OF REVIEW USE ONLY

Date Reviewed: _____ day of _____, 20_____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Assessment reduced to: \$ _____	
Supervisor Signature: _____	Chairperson: _____
2 nd Member Signature: _____	3 rd Member Signature: _____

Decisions made by the Board of Review may be appealed to the Michigan Tax Tribunal