

CITY OF REED CITY

INSTRUCTIONS FOR POVERTY EXEMPTION

The application for Poverty Exemption is under the authority of Michigan State Statute, MCL 211.7u and City of Reed City Resolution #2023-17. To be considered for a poverty exemption, the following information must be provided:

1. Applicant must obtain the proper application from the Assessor's Office. Handicapped or infirm applicants may call the Assessor's Office to make necessary arrangements for assistance.
2. Applicant must be the owner of the property and reside therein.
 - a. Must produce driver's license or other acceptable method of identification upon request for all persons age 16 and over residing in the home.
 - b. Must produce a deed, land contract or other evidence of ownership upon request.
3. Applicant must fill our 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 Assessor or Board of Review member.
4. All applicants **must submit** the most recently filed copies of the following:
 - a. Federal Income Tax Return - 1040
 - b. Michigan Income Tax Return – MI-1040
 - c. Poverty Exemption Affidavit
 - d. Michigan Homestead Property Tax Credit Claim (MI 1040CR).
5. Submit income verification for yourself and all persons in the household including dependents. This includes, but is not limited to, all of the following: Social Security income, disability income, cash assistance, documentation of rental income, child support, alimony, food assistance and all other sources of income.
6. Submit a list of Assets. This includes, but is not limited to vehicles, furniture, appliances, bank/credit union account, retirement/401K/IRA, stocks/bonds, buildings/property other than residence, jewelry, antiques, artwork, recreational vehicles such as campers, motor-homes, boats and ATV's.
7. The application must be legible. If you need to provide additional information, please attach a separate sheet. Do not submit originals of supporting documentation as these are kept for records of the Board of Review.

8. Deadline. Applications must be filed with the Assessor after January 1 but before the day prior to the last day of the Board of Review. If the application is incomplete, or if you fail to include the required documents, the exemption may be denied by the Board of Review.
9. 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.
10. The Board will consider all revenue and non-revenue producing assets owned by the Petitioner in its deliberation as to whether relief should be granted.
11. The Board can only grant property tax exemption based on poverty for current year.