

PETITION NUMBER _____

PARCEL NUMBER _____

TOWNSHIP OF WATERSMEET

Tax Year: 2021

Application for Property Tax Exemption

Pursuant to Section 211.7u
Michigan Compiled Laws

This application must be filled out carefully and completely. A copy of previous year Federal Income Tax Returns, with the Michigan Property Homestead Form, **must** be submitted with this application for each person residing in the homestead. All information supplied will be kept confidential. All applications **MUST** be complete and contain accurate information or they will not be considered. Applications submitted without completed forms or income tax returns will **NOT** be processed.

CONFIDENTIAL – RESTRICTED INFORMATION ACCESS

Petitioner's Name: _____

Age: _____

Phone Number: _____

Address of property for which relief is being sought: _____

Married How Long? _____
 Petitioner's Divorced How Long? _____
 Marital Widow/Widower How Long? _____
 Status: Separated How Long? _____
 Single

EMPLOYMENT STATUS: Please check the applicable box

<input type="checkbox"/>	Employed Full Time	<input type="checkbox"/>	Disabled
<input type="checkbox"/>	Employed Part Time	<input type="checkbox"/>	Retired
<input type="checkbox"/>	Unemployed	<input type="checkbox"/>	Laid Off

Other: explain _____

Usual Occupation: _____

Employer: (Last employer if unemployed): _____

If you checked un-employed, laid off, disabled, or retired, how long have you been in this status? _____

DESCRIBE ANY DISABILITY OR HEALTH PROBLEMS YOU HAVE: _____

Spouse's Name: _____

Age: _____

EMPLOYMENT STATUS: Please check the applicable box

<input type="checkbox"/>	Employed Full Time	<input type="checkbox"/>	Disabled
<input type="checkbox"/>	Employed, Part Time	<input type="checkbox"/>	Retired
<input type="checkbox"/>	Unemployed	<input type="checkbox"/>	Laid Off

Other: explain _____

Employer: (Last employer if unemployed) _____

If your spouse is unemployed, laid off, disabled, or retired, How long has she/he been in this status? _____

DESCRIBE ANY DISABILITY OR HEALTH PROBLEMS SPOUSE MAY HAVE: _____

Other persons currently residing in homestead:

Name	Age	Relationship	Employment Status	Employer or School Attending	Dependent?
					__ Yes __ No
					__ Yes __ No
					__ Yes __ No
					__ Yes __ No
					__ Yes __ No

Does any person listed above or any other person, make a financial contribution to the household? _____

If yes, how much does the person contribute each month? _____

Person's Name: _____ Amount: _____

ARE YOU AND/OR YOUR SPOUSE THE SOLE OWNERS OF THIS HOMESTEAD: _____ ?

If no, who else has an interest in the property? _____ Explain: _____

When did you and/or your spouse purchase this homestead? _____

What was the purchase Price? \$ _____ Have improvements, additions, changes been made to this homestead in the past two years?
 _____ If yes, explain. _____

Is there a mortgage or land contract balance on the property? _____ If yes, what is the monthly payment amount? _____

Does the payment include taxes or are they paid separately? Includes taxes Taxes are separate

What is the remaining amount due on the mortgage or land contract? \$ _____ When will it be paid off? _____

Are all outstanding taxes paid? _____ If no, explain _____

Did you or your spouse seek property tax relief last year? _____

OTHER REAL ESTATE HOLDINGS:

Do you, your spouse, or any other person residing in the homestead have a financial interest in other real estate? _____

If yes, please provide the following information concerning that financial interest:

Location – City & State	Tax I.D. Number of Property	Value of Property	Amount of Equity

OTHER ASSETS AND INCOME DATE

LIST ALL SOURCES OF PERSONAL INCOME. INCOME INCLUDES ALL MONEY COMING INTO THE HOUSEHOLD FROM ANY SOURCE OR PERSON.

Source	Annual Income	Source	Annual Income
Employment	\$	Pension	\$
Social Security	\$	Unemployment Compensation	\$
Workman's Comp	\$	Welfare Assistance/Food Stamps	\$
A.D.C.	\$	Alimony	\$
Interest & Dividends	\$	Child Support	\$
Insurance	\$	Gifts/Other	\$

HOUSEHOLD INCOME

List the total income for each person residing in the household. Attach additional sheets if necessary.

NAME	Total Income in 20	Total Income in 20
Petitioner:	\$	\$
Spouse:	\$	\$
Other person:	\$	\$
Other person:	\$	\$

ASSETS – List all assets: **must be completed!!**

		Other – Describe	Net Value
Cash	\$		
Savings Account(s)	\$		\$
Checking Account(s)	\$		\$
Stocks & Bonds	\$		\$
Certificates	\$		\$
Insurance	\$		\$
Other	\$		\$

VEHICLES – List vehicle(s) members of homestead own/drive: Include leased vehicles

Driver or Owner	Year	Make	Model

Do you anticipate any major changes in income for the coming year? _____ If yes, explain below. _____



USE THIS PAGE FOR SUBMITTING ADDITIONAL INFORMATION

EXPENSES

MONTHLY HOUSEHOLD:

House Payment	\$	Water	\$	Electricity	\$
Heating-Gas/Oil	\$	Telephone	\$	Cable T.V.	\$

MONTHLY MEDICAL EXPENSES:

Person's Name	Relationship	Hospital	Doctor	Prescriptions
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

PERSONAL DEBTS:

Person or Company	Purpose of Debt	Date Debt Incurred	Original Amount of Debt	Monthly Payment	Balance Remaining
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$

Do you expect to sell the homestead for which property tax relief is being sought in the next year? _____

Applicant's Certification

I am (We are) unable to pay the full property taxes on the above described property and hereby make application for property tax relief in accordance with Section 211.7u of the Michigan Compiled Laws. I have read this application and fully understand the contents thereof. I (we) declare that the statements made herein are complete, true and correct to the best of my (our) knowledge. I (we) further understand that if any information contained herein is found to be false or incomplete, any and all relief granted by this application will be forfeited and placed back on the assessment roll with penalties and interest occurring on the additional tax liability. I (we) further understand that if this application is incomplete or I (we) fail to include all sources of income this application will not be considered by the Board of Review and that I (we) conform to the attached income and asset guidelines.

APPLICANT'S SIGNATURE _____ DATE _____

SPOUSE'S SIGNATURE _____ DATE _____

I. GENERAL

The Watersmeet Township Board of Review (BOR) recognizes the need to have available a set of guidelines by which residents in need of assistance, under Michigan Compiled Laws 211.7u, can make an application for property tax relief. The BOR further recognizes that, pursuant to statute, as well as case law, they must adopt guidelines approved by the Township Board of Trustees to be used as standards when considering appeals made based on financial hardship. The BOR understands that these guidelines must be adhered to when reviewing hardship appeals and reserves the right to make individual considerations within their authority, as they feel necessary. Any application form, or required content area, submitted to the BOR that is inaccurate or not fully completed will result in a denial of the appeal. All information in the application is subject to a request for verification from the BOR or the Township Assessors office.

II. BASIC FILING REQUIREMENTS

In order to be considered for property tax exemption under MCL 211.7u each applicant **MUST**:

- a. Own and occupy the property that is subject to the exemption request, as a homestead, as defined by law.
- b. Complete and submit an Application for Property Tax Exemption as designated and supplied by the Township of Watersmeet Assessors Office. This application includes the requirement to list income from all sources and the value of certain personal property and liquid assets. Use of additional supplemental sheets may be necessary for these listings.
- c. Submit income, personal property and asset verification as required, or any additional information requested by the BOR.
- d. Submit current Federal and State Income Tax Returns and State Homestead Property Tax Credit Form.

III. PROCESSING APPLICATIONS

Once an Application for Property Tax Exemption is completed and returned to the Assessors Office, it will be reviewed by the assessing staff. The assessing staff may attach a worksheet containing various property related information, such as the estimated current net property tax liability. The assessing staff then will submit the Application to the Board of Review for their review and consideration in a work session. The Board of Review, in their consideration, may contact the applicant for any additional information deem necessary. The Board of Review shall also reject any application where information contained in it appears fraudulent, misleading or incomplete.

IV. INCOME GUIDELINES TO BE USED

The income guidelines used by the Board of Review have been established in accordance with P.A. 390 of 1994, as amended, and shall be adhered to unless accompanied by special circumstances. Local governing bodies are required to adopt guidelines that set income levels for their property tax exemption guidelines and those **income levels shall not be set lower than** the Federal poverty guidelines updated annually by the U.S. Department of Health and Human Services.

Following are the household income level guidelines to be used by the Board of Review in determining property tax exemptions for Watersmeet Township 2021 property tax assessments:

Size of Family Unit	Maximum Total Income
1	\$17,240
2	\$21,720
3	\$26,200
4	\$30,680
5	\$35,160
6	\$39,640
7	\$44,120
8	\$48,600
for each additional person add:	\$4,480

Note: The amounts shown in the chart above exceed the Federal guidelines for 2021

Example: The maximum income allowed for an exemption for a household of 3 persons shall be \$26,200 as determined from the chart above.

Examples of “income” includes (according to the US Census Bureau):

- Money (cash), wages and salaries before any deductions
- Net receipts from self-employment (from a persons own business, professional enterprise or partnership, after deductions for business expenses.
- Regular payments from Social Security, Railroad Retirement, unemployment, worker’s compensation, veteran’s payments and any public assistance.
- Alimony, child support and military family allotments
- Private pensions, government pensions and regular insurance or annuity payments
- College or university scholarships, grants, fellowships and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

V. ASSET GUIDELINES TO BE USED

As required by Public Act 390 of 1994, all guidelines for property tax exemptions as established by the governing body of the local assessing unit **SHALL** also include an asset level test.

The following assets SHALL NOT be considered when applying an asset test to determine qualification for property tax exemption:

1. The value of the applicants' primary residence subject to the exemption request along with any contiguous residential land.
 - a. **Exception:** Under no circumstance shall a property tax exemption be granted on a principal residence that has been purchased within two (2) years from the application date.
 - b. **Exception:** An exemption shall also not be granted to a property whose aggregate state equalized value (SEV) exceeds the township wide average as calculated by the Township Assessor, **unless** it has been the sole primary residence of a senior citizen as defined by the Michigan Income Tax Act for the past ten (10) consecutive years.
2. The value of the following personal property:
 - All household furniture
 - All personal clothing
 - One motor vehicle (auto, truck type)

The total value of all additional assets shall not exceed five (5) times the annual household income accepted by the Board of Review in the application (not including the value of property listed in 1.& 2. above) in order to be considered for a property tax exemption under Michigan Compiled Law 211.7u.

Examples of additional assets include:

- A second home, condo
- Additional land
- Additional motor vehicles
- Recreational vehicles (campers, motor homes, boats, ORVs, ATVs, etc.)
- Buildings other than the resident dwelling
- Equity in the resident dwelling above a specified amount (average SEV)
- Jewelry
- Antiques
- Artwork
- Construction/Excavating Equipment
- Bank accounts
- Stock Certificates, Stocks owned or in a brokerage account
- Borrowed money, withdrawals of bank deposits
- Gifts, loans, lump-sum inheritances, insurance payments, proceeds from other asset sales

All asset information, as requested in the Application for Property Tax Exemption must be completed in total. Attach additional sheet listings, if required. The Board of Review may request additional information and verification of assets if they determine it to be necessary and may reject any application if assets are not properly identified.

VI. SUMMARY

In conclusion, the Board of Review has been given exclusive jurisdiction over the granting of a property tax exemption due to financial hardship. The Board of Review takes this task seriously and attempts to provide relief to all deserving residents within the Township of Watersmeet.

In determining qualifications for property tax exemption, the Board of Review shall consider every variable on the submitted application, including total household income, the nature and duration of the income stream, the state equalized value of the subject property, the total value of the listed additional assets, the quality and accuracy of the information submitted and any other such evidence as they feel appropriate in making their decision. In general these income and asset guidelines shall assist the Board of Review in their decisions.

The Board of Review may deny any appeal, and/or regardless of income, and/or if the financial hardship appears to be self created by the actions of the person(s) making the application. The Board of Review reserves the right to modify these guidelines as necessary.

The Board of Review and the Assessor's office shall treat as **Personal and Confidential** any and all information submitted by an applicant related to an Application for Property Tax Exemption.