

**CITY OF HIGHLAND PARK
2020 POVERTY EXEMPTION APPLICATION**

The undersigned acknowledges receipt of the Poverty Exemption Application packet. The completed application packet must be returned to the Assessor's Office prior to the final adjournment of the Board of Review and is requested to be submitted by a date and time given by the Assessor. A personal appearance is not required but you **MUST** submit all required documents and a complete application.

The Open Meetings Act does require that all meetings of the Board of Review are open to the public. Applicants who file for consideration of a poverty exemption are not prohibited from also filing an appeal on the assessed value and/or taxable value.

By signing below I acknowledge that failure to provide all of the required documents and/or a complete application will result in a denial of hardship.

Signature

Date

Print Name

Property Address

Assessor's Office Use Only:

The following documents were submitted for all persons living in the household:

- _____ Completed and signed poverty exemption application
- _____ 2019 federal income tax return (1040, 1040A, 1040EZ)
- _____ 2019 state income tax return (MI-1040)
- _____ 2019 homestead property tax credit claim (MI-1040CR)
- _____ Most recent three bank statements
- _____ Most recent utility bill statements
- _____ Most recent statement from SSI or any other form of governmental assistance if the applicant or anyone in the household is receiving benefits. If the funds are not directly deposited into your bank account the stub that accompanies the check is required to be submitted.
- _____ Current statements for all debts (including mortgage statements)
- _____ All documentation supporting extenuating medical circumstances

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Policies for Applicants Requesting Consideration for Poverty Exemption

In order to be eligible to receive a 2020 poverty exemption, the applicant must meet **all** of the following requirements:

1. The applicant must submit a copy of the following documents, for all persons living in the household:
 - 2019 federal income tax return (1040, 1040A, 1040EZ)
 - 2019 state income tax return (MI-1040)
 - 2019 homestead property tax credit claim (MI-104CR)
 - Most recent three bank statements (e.g., brokerage, checking, savings, etc.)
 - Most recent utility bill statement (e.g., gas, electric, telephone, water/sewer, cable television, etc.)
 - Most recent statement from SSI or any other form of governmental assistance (e.g., FIA, bridge card, etc.) if the applicant or anyone in the household is receiving benefits. If your funds are not directly deposited into a bank account the stub that accompanies the check is required to be submitted.
 - Current statements for all debts (e.g., credit cards, automobile loans, mortgage loans, personal loans, student loans, etc.)
 - All documentation supporting extenuating medical circumstances.

Additional documentation may be requested by the City Assessor or Board of Review prior to approval.

2. The applicant must prepare in entirety a Poverty Exemption Application and must submit the completed document along with all supporting documentation to the Assessor's Office prior to final adjournment of the Board of Review.
3. The applicant must own and occupy, as a homestead, the property on which a poverty exemption is sought. The applicant may be requested to produce a valid driver's license, state identification card, or other acceptable form of picture identification. The applicant must also produce a deed, land contract, or other evidence of ownership, if request by the City Assessor or Board of Review.
4. The applicant must meet the income eligibility guidelines as defined and determined by Public Act 390 of 1994. These guidelines are adjusted annually as established in said Act. Following are the federal standards as of December 31, 2019 for household income deemed to be at the poverty threshold, for use in setting poverty exemption guidelines for 2019 assessments. In order to qualify for tax relief, the applicant's 2019 household income from all sources must be at or below the following amounts:

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Size of Family Unit	Poverty Guidelines
1	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
For each additional person	\$ 4,420

5. The applicant must report financial contributions by all persons living in the household or from relatives.
6. The applicant, along with all members of the household combined, must not possess liquid financial assets in excess of \$5,000. All other assets shall not exceed \$10,000.
7. The applicant, along with all members of the household, must sign the appropriate release forms to allow the City Assessor and Board of Review to obtain official copies of federal and state income tax returns for the purpose of verifying household income or lack of filing a return.

Special Notes

1. Once the applicant has met the income threshold requirement as well as the asset test and other miscellaneous requirement, the standard policy of the Board of Review is to reduce the taxable value for the property on which tax relief is sought to an amount that sets the estimated 2020 property taxes equal to any amount that is 3.5% of the applicant's 2019 household income. For instance, for a one-person household with income of \$10,210, the applicant's net expected property tax effort is \$357.
2. All poverty exemption applications are considered on a case-by-case basis within the framework of the aforementioned policies. Upon unanimous vote and approval by the City Assessor, the Board of Review may deviate from the standard policies upon its judgment based on extenuating circumstances and compelling reasons presented by the applicant.

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I, _____, being the owner and resident of the property listed below, desire to apply for Tax Relief for the _____ assessment year under the following provisions. "The real and personal property of persons who, in the judgement of the assessor and board of review, by reason of poverty, are unable contribute toward the public charge."

MARITAL STATUS: Married _____ Single _____ Separated _____ Divorced _____ Widowed _____

AGE OF APPLICANT: _____ Day Time Phone _____

PROPERTY INFORMATION: Property Identification No. 43- _____

Home Address _____ How long have you lived at this address? _____

Did you file for the Michigan Homestead Property Tax Credit? (Form 1040CR) _____

If yes, how much was your property tax credit? \$ _____

Is your home paid in full? _____ If not, what is the unpaid balance? _____

Name of Mortgage Company _____ Monthly Payment \$ _____

Names of all people listed on the mortgage _____

When was the property purchased? _____ What was the purchase price? \$ _____

How much was the down payment? _____ Did you receive any assistance in the purchase of this property? _____ If yes, from whom? _____ How much? _____

Do you receive any assistance in paying your mortgage, house insurance, property taxes or utility bills? _____

If so, list below:

Property #1

ADDRESS _____ CITY _____ STATE _____

PURCHASE PRICE \$ _____ DATE PURCHASED _____ DOWN PAYMENT _____

OWNER/CO-OWNER NAME _____

Did you receive assistance from anyone in order to make this purchase? _____

List any annual income from property. \$ _____

Property #2

ADDRESS _____ CITY _____ STATE _____

PURCHASE PRICE \$ _____ DATE PURCHASED _____ DOWN PAYMENT _____

OWNER/CO-OWNER NAME _____

Did you receive assistance from anyone in order to make this purchase? _____

List any annual income from property. \$ _____

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Has **anyone** in the household **sold** any property (real or personal) in the last 12 months? Is so, give details: i.e. "We sold our travel trailer in January for \$6,000."

NAME OF EMPLOYER _____

ADDRESS/CITY _____

OWNER NAME _____ PHONE NO _____

List **all** household income from: Salaries, Social Security, Rents, Pension, Unemployment Compensation, Disability, Government Pensions, Dividends, Workman's Compensation, Union Claims and Lawsuits, Alimony, Child Support **or any other sources** including "in-kind" income i.e. help from relatives, housing allowance, food stamps, etc.

HOUSEHOLD MEMBER	SOURCE OF INCOME	MONTHLY AMOUNT

BANK ACCOUNT AND SAVINGS: List all bank accounts owned by you, your spouse, or anyone else living with you. Also list savings certifications, Postal Savings and Cash in deposit box, on hand, or on deposit in Credit Unions.

NAME OF FINANCIAL INSTITUTION	AMOUNT ON DEPOSIT	IN WHOSE NAME IS THIS ACCOUNT	AMOUNT AND DATE OF DEPOSITS/WITHDRAWELS IN THE LAST 30 DAYS

List all Stocks, Bonds, Mortgages, Land Contracts owned by your, your spouse or anyone living with you.

HOUSEHOLD MEMBER	CURRENT VALUE	DIVIDENDS, INTEREST AND AMOUNTS RECEIVED

LIFE INSURANCE: List all policies held by your and all members of your household.

INSURED	FACE AMOUNT OF POLICY	MONTHLY PREMIUM	PAID UP POLICIES	RELATIONSHIP OF BENEFICIARY

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Do you wish to be present when the Board of Review of Review hears this case? _____

If you answered yes, you will receive a phone call from the Assessor's Office to schedule your appointment. You will be not be notified of the Board's decision at that time. You will receive a written notice approximately two weeks after the conclusion of the meeting.

If you answered no, no further action is necessary and you will receive notification of the Board's decision via letter approximately two weeks after the conclusion of the meeting.

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Michigan Department of Treasury 4988 (05-12)

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

Important

By making this poverty exemption application for tax relief, the applicant consents to the examination by the City of Highland Park of any and all of his or her financial records.

The undersigned state, under penalty of perjury, that the statement made in the foregoing application are true and he or she has no assets, income, or property other than that mentioned herein. Any willful misstatements or misrepresentations made on this form may constitute fraud and/or perjury, and may be punishable under the laws of the State of Michigan.

Applicant's Signature Date

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Reminder to the Applicant

1. The applicant must submit a copy of the following documents, for all persons living in the household:

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- Most recent three bank statement (e.g., brokerage, checking, savings, etc.)
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- Current statements for all debts (e.g., credit cards, automobile loans, mortgage loans, personal loan, student loans, etc.)
- All documentation supporting extenuating medical circumstances.

2. This application is requested to be and is requested to be submitted by a date and time given by the Assessor to:

City of Highland Park
Treasurer's Office
12050 Woodward Avenue
Highland Park, Michigan 48203
(313) 252-0050 ext. 230
Business hours: 8:00 a.m. to 4:30 p.m. Monday through Thursday
8:00 a.m. to 1:00 p.m. Friday

3. Once your application is received by the Assessor's Office, it will be presented to the Board of Review and a decision will be mailed to you approximately two weeks after the scheduled Board meeting.