

# Odessa Township

## Poverty Exemption Guidelines and Instructions

**\*\*\* It is recommended that you read the guidelines and instructions before you fill out the application. In some instances, you may not qualify. \*\*\***

A property owner may 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, by reason of poverty are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation per MCL 211.7u(1).

**To be considered for a poverty exemption, you must meet the following criteria:**

1. The applicant must **own and occupy** the property and have a valid Principal Residence Exemption filed with the Assessor's Office.
2. File a Poverty Exemption Application as well as required supporting documentation with the Assessor's Office each year after January 1<sup>st</sup> but at least 5 days prior to the Board of Review meeting. No exception will be allowed to this deadline.
4. Ability to produce a valid driver's license, or other form of identification, if requested.
5. Ability to produce a deed, land contract, or other evidence of ownership of the property, if requested.
6. Meet the poverty income guidelines as adopted by the Township Board. These amounts are currently determined by the US Department of Health and Human Services.

**Income includes, but is not limited to; salaries, self-employment, Social Security, pensions, IRA's, unemployment compensation, worker's compensation, disability, supplemental security income (SSI), dividends, rental income, claims and judgements from lawsuits, military payments, scholarships, grants, gambling or lottery winnings, cash assistance, child support, alimony, friend or family contribution, and all other sources of income.**

7. In addition to income limits, applicants cannot exceed the asset level test adopted by the Township Board. **Household assets cannot exceed \$5,000.**

**Household assets include but are not limited to; real estate (other than primary residence), land, automobiles, recreational vehicles such as, campers, boats, and ATV's, jewelry, antiques, artwork, equipment, stocks, bonds, mutual funds, bank accounts, pensions, inheritance, federal non-cash benefits programs such as Medicare, Medicaid, food stamps, school lunches, gifts, loans, and one-time insurance payments.**

**To be considered for a poverty exemption, the following information must be provided:**

1. The Poverty Exemption Application must be completed in its entirety.
2. Submit completed and signed copies of the following for **all occupants** of your household:
  - Michigan Homestead Property Tax Credit Claim (MI 1040 CR)
  - Michigan Income Tax Return
  - Federal Income Tax Return (1040 or 1040A)

- State of Michigan Form 4988, if you are not required to file State or Federal income tax.

3. Submit income verification for yourself and all persons in the household including dependents.
4. Submit a list of assets and accounts for all persons in the household possession along with the value or recent statement.
5. The application must be legible. If you need to provide additional information, please attach a separate sheet.
6. Do not submit originals of supporting documentations as these are kept for records of the Board of Review.
7. If the application is incomplete, or if you fail to include the required documents, the exemption may be denied by the Board of Review.

Notice: Any willful misstatements or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.