

**Filing Deadline for 2024:**  
March BOR – March 7<sup>th</sup>  
July BOR – July 11<sup>th</sup>  
December BOR – December 5<sup>th</sup>

PETITION NUMBER \_\_\_\_\_  
PARCEL NUMBER: 22-23- \_\_\_\_\_  
ASSESSED VALUE \_\_\_\_\_ TAXABLE VALUE \_\_\_\_\_

## City of Farmington Hills Application for Property Tax Relief

Pursuant to Section 211.7u  
Michigan Compiled Laws

This application must be filled out carefully and completely. A copy of 2023 Federal and State Income Tax Returns, with the Michigan Property Homestead Form (1040-CR), must be submitted with this application for each person residing in or contributing to the homestead. All information supplied will be kept confidential.

**Applications submitted without completed forms or income tax returns may result in a denial.**

**This is an annual exemption and must be reapplied for each year.**

### **Exemption Qualifiers** (must meet all to be considered)

1. **Must** own and occupy the property as a principal residence.
2. **Must** conform to the income guidelines which are attached to the booklet.
3. **Must** attach income tax information, both federal and state including a Michigan 1040-CR Homestead Property Tax Form (or income verification if they do not file), **all W-2's, all 1099's and all financial statements from the prior year (2023) as well as the current month.**
4. **Must** pass the asset test as established and explained in the booklet.

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CONFIDENTIAL – RESTRICTED ACCESS

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## Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

<b>PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.</b>				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
<b>PART 2: REAL ESTATE INFORMATION</b>				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
<b>PART 3: ADDITIONAL PROPERTY INFORMATION</b>				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

<b>PART 4: EMPLOYMENT INFORMATION — List your current employment information.</b>					
Name of Employer					
Address of Employer		City	State	ZIP Code	
Contact Person		Employer Telephone Number			
<b>PART 5: INCOME SOURCES</b>					
List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.					
Source of Income			Monthly or Annual Income (indicate which)		
<b>PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION</b>					
List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.					
Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment	
<b>PART 7: LIFE INSURANCE — List all policies held by all household members.</b>					
Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured
<b>PART 8: MOTOR VEHICLE INFORMATION</b>					
All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.					
Make	Year	Monthly Payment	Balance Owed		

**PART 9: HOUSEHOLD OCCUPANTS** — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

**PART 10: PERSONAL DEBT** — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

**PART 11: MONTHLY EXPENSE INFORMATION**

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

**NOTICE:** Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

<b>PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT</b>		
<p>The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.</p>		
<p><input type="checkbox"/> The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.</p>		
<b>PART 12: CERTIFICATION</b>		
<p>I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.</p>		
Printed Name	Signature	Date

**This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.**

**Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.**

Michigan Tax Tribunal  
 PO Box 30232  
 Lansing MI 48909

Phone: 517-335-9760  
 E-mail: [taxtrib@michigan.gov](mailto:taxtrib@michigan.gov)

## CITY OF FARMINGTON HILLS

### GUIDELINES FOR POVERTY EXEMPTION REVIEW

#### **I. General Overview**

The Board of Review of the City of Farmington Hills recognizes the need to have available a procedure by which residents in need of assistance under MCL 211.7u can make an application for property tax relief. The Board further recognizes that pursuant to statute and case law, they must adopt procedures and guidelines, approved by City Council, to be used as standards when considering appeals made based on financial hardship. The Board of Review understands that these guidelines must be adhered to when reviewing poverty appeals. The Board of Review may reject any form submitted that is inaccurate or not fully completed by the time of the Board's consideration. All information in the form is subject to verification by the Board of Review or Assessors Office.

#### **II. Basic Filing Requirements**

In order to be considered for exemption under MCL 211.7u each applicant must:

- A. Own and occupy the property as a principal residence, as defined by law, for which the request is being made. This may include vacant, contiguous property as long as it is considered part of the principal residence.
- B. Complete and submit an Application for Tax Exemption on a form designated and supplied by the City of Farmington Hills Assessors Office.
- C. Submit income verification as required. This must include current Federal and State Income Tax Returns, State Homestead Property Tax Credit Forms, bank statements, or any additional information requested by the Board of Review.

#### **III. Processing Applications**

Once an Application for Tax Exemption is completed and returned to the Assessor's Office, it will be reviewed by the Assessing staff. The Assessing staff will complete and attach a Hardship Worksheet to each appeal. The worksheet will summarize the application and provide the Board of Review with specific information, income of the applicant, an estimated tax amount for the property, a summary of the estimated Homestead Property Tax Credit for the property and the estimated net property tax liability to the homeowner.

After the above referenced information is compiled, the entire packet will be submitted to the Board of Review to be considered for tax relief. The Board of Review, in making their decision, may contact the applicant for any additional information they deem necessary. The Board of Review shall also reject any application where the information contained in it appears fraudulent, misleading or incomplete.

CITY OF FARMINGTON HILLS

GUIDELINES FOR POVERTY TAX EXEMPTION

**IV. Income Guidelines**

The income guidelines used by the Board of Review have been established in accordance with P.A. 390 of 1994 and P.A. 253 of 2020. These guidelines shall be used by the Board of Review in making its decisions. The income amounts below relate directly to the Federal Poverty Guidelines and are adjusted accordingly each year.

<u>Persons</u> <u>in Household</u>	<u>Household</u> <u>Income</u>	<u>Board Action</u>
1	\$ 0 - \$ 18,225	100% reduction in Taxable Value
	\$ 18,226 - \$ 25,120	50% reduction in Taxable Value
	\$ 25,121 - \$ 35,410	25% reduction in Taxable Value
	Over \$ 35,410	No hardship relief will be granted

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2	\$ 0 - \$ 24,650	100% reduction in Taxable Value
	\$ 24,651 - \$ 31,545	50% reduction in Taxable Value
	\$ 31,546 - \$ 41,835	25% reduction in Taxable Value
	Over \$ 41,835	No hardship relief will be granted

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For each additional person over 2 in the household, add \$ 6,425 to income levels to determine income qualifications.

## CITY OF FARMINGTON HILLS

### GUIDELINES FOR POVERTY TAX EXEMPTION

#### V. Asset Guidelines

As required by P.A. 390 of 1994 and P.A. 253 of 2020, all guidelines for poverty exemptions as established by the governing body of the local assessing unit SHALL also include an asset level test. The following assets shall be considered when applying an asset test to determine qualification for tax exemption:

- i. The value of all “liquid assets” shall not exceed ten (10) times the estimated annual property tax on the homestead property. Examples of “liquid assets” may include, but is not limited to, the cash value of life insurance policies, mutual funds, bonds or stocks as well as money market accounts, savings accounts, or checking accounts.
- ii. The value of all assets of the applicant shall not exceed five (5) times the annual household income of the applicant or those contributing to the expenses of the household. Totals assets may include, but is not limited to, cars, boats, real estate that is not the homestead (including rental properties and vacant properties), and all liquid assets.

All asset information, as requested in the Application for Property Tax Exemption must be completed in total. 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 statutory jurisdiction over the granting of property tax relief due to poverty. The Board of Review for the City of Farmington Hills takes this task seriously and attempts to provide relief to all deserving residents within the city. The Board of Review reserves the right to modify these guidelines as necessary.



## Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

<b>PART 1: OWNER INFORMATION</b> — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
<b>PART 2: LEGAL DESIGNEE INFORMATION</b> (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
<b>PART 3: HOMESTEAD PROPERTY INFORMATION</b> — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homestead Property Address	City	State	ZIP Code
<b>PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS</b> (Check all boxes that apply.)			
<input type="checkbox"/> I own the property in which the exemption is being claimed.  <input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.  <input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
<b>PART 5: CERTIFICATION</b>			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	Date
Designee must attach a letter of authority.			
<b>LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
<b>CERTIFICATION</b> — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	

**City of Farmington Hills**

**Property Tax Relief Document Check List**

**Prior to completion of the applications, please read the entire guidelines to determine if you qualify. Submit early. Do NOT wait until the deadline to file.** Incomplete application or documentation **may** result in the Denial of Exemption by the Board of Review.

The list below has been provided as a **guide** and **may not** be all inclusive. Additional documentation could be required based on your circumstances. Please provide to the Board of Review all documents that support your income and assets. It is the **taxpayers/applicant's responsibility** to make sure the application is **COMPLETE** and **ALL** documentation is provided to the Assessing Department. The Assessing Department is not responsible if you do not provide all information.

CHECK **Exemption Qualifiers:**

- \_\_\_\_\_ 1. Are you the current owner of the property?\_
- \_\_\_\_\_ 2. Are you listed as the owner of the property in the City records? If not, please provide a copy of the deed or land contact giving you legal ownership.
- \_\_\_\_\_ 3. Do you occupy the property as your Principal Residence and are you receiving the exemption? (PRE 100%)
- \_\_\_\_\_ 4. Does your household meet the income guidelines attached to the Application?
- \_\_\_\_\_ 5. Does your household meet the Asset guidelines attached to the Application?
- \_\_\_\_\_ 6. Have I provided all pages of all the required documents, if applicable, for each owner and occupant?

\_\_\_\_\_ **INITIALS**

CHECK **For the last calendar year:**

- \_\_\_\_\_ a. Federal Income Taxes-Individual and Business-all pages-True copies of filed documents with support
- \_\_\_\_\_ b. Michigan Income Taxes-Individual and Business-all pages- True copies of filed documents with support
- \_\_\_\_\_ c. Michigan Homestead Property Tax Credit (1040-CR)- True copies of filed documents with support
- \_\_\_\_\_ d. Michigan Home Heating Credit- True copies of filed documents with support
- \_\_\_\_\_ e. Verification of Wages-W-2's, Family assistance, Non-profit assistance, lottery winnings, other, etc.
- \_\_\_\_\_ f. 1099's all sources including but not limited to Dividends, Interest, Social Security Benefits, Unemployment, annuities, other
- \_\_\_\_\_ g. Award Letters- Social Security, Bridge Card, FIA/DHS, VA benefits, Disability benefits, Child Support, Alimony, worker's compensation, insurance payments or settlements, other
- \_\_\_\_\_ h. Support from others including family members, Religious Organizations, Government Agencies-Letter of explanation of amount and frequency. Must be signed by contributor.
- \_\_\_\_\_ i. Self-Employment Proof of Income- receipts, checks, signed statements, balance sheet, depreciation table
- \_\_\_\_\_ j. Rental Income- checks or receipts, Current Record Card or Current Assessment Notice
- \_\_\_\_\_ k. Scholarship or Grant tax documents-1098-T
- \_\_\_\_\_ l. IRS Stimulus letters. Notice 1444, ALL

\_\_\_\_\_ **INITIALS**

CHECK **Ownership:**

- \_\_\_\_\_ m. Land Contract-if not recorded
- \_\_\_\_\_ n. If home purchased within current or prior calendar year-closing packet.
- \_\_\_\_\_ o. Other homes or property- Current Record Card or Assessment Notice

\_\_\_\_\_ **INITIALS**

CHECK **For the last calendar year and the most recently received:**

- \_\_\_\_\_ p. Financial Statements: All pages must be included for all statements and all accounts. Including but not limited to Savings, Checking, IRA, Pension, Retirement, HSA, Social Security debit card, Business accounts, Child Support, Zelle, Venmo, direct payment accounts, cryptocurrency, NFT's, digital assets, etc. Both domestic and foreign.

\_\_\_\_\_ **INITIALS**