

## Martiny Township

### INSTRUCTIONS FOR POVERTY EXEMPTION

The Application for One Year Poverty Exemption is in keeping with the requirements of the State of Michigan with regard to poverty exemptions. **Please read these instructions carefully.** To be considered for a poverty exemption, the following information must be provided.

- 1) COMPLETE ALL SECTIONS OF THIS APPLICATION.
- 2) Submit a completed and signed copy of the following:
  - Current Michigan Homestead Property Tax Credit Claim (MI 1040 CR) or Form 4988.
  - Current Federal Income Tax Return (1040), if you are required to file federal income tax.
  - Current Federal Income Tax Return (1040) for all other occupants of your household or Form 4988.
  - Income verification
  - Copy of Driver License / Identification Card
  - Copy of deed if requested
- 3) All occupants of the household must provide income verification from all sources.  
Household is defined as, "A number of related or unrelated persons who live in one housing unit; all the persons occupying a group of rooms or a single room that constitutes one housing unit. A single person, a couple, or more than one family living in a single housing unit may make up a household." Appraisal Institute. The Appraisal of Real Estate. Twelfth Edition. Chicago. 2001. pg. 139.
- 4) The application must be legible. If you need to provide additional information, please attach a separate sheet do not write in the margins of the application.
- 5) Do not submit originals of supporting documentation as we must keep these for our records and cannot return them.
- 6) If the application is incomplete or you do not include copies of the required financial documents, it may be considered ineligible for a poverty exemption.
- 7) Do not sign the application until witnessed by the Supervisor, Assessor, Board of Review or Notary Public.

RETURN THE APPLICATION AND REQUIRED DOCUMENTATION TO THE ASSESSOR AFTER JANUARY 1, BUT BEFORE THE DAY PRIOR TO THE LAST DAY OF THE DECEMBER BOARD OF REVIEW.