

## 2021 POVERTY EXEMPTION POLICY

### Deadline for Submission of Poverty Exemption Applications:

To ensure the application is heard at the March 2021 Board of Review:

The application must be received by the office of the City Assessor by **March 1, 2021.**

To ensure the application is heard at the July 2021 Board of Review:

The application must be received by the office of the City Assessor by **July 1, 2021.**

To ensure the application is heard at the December 2021 Board of Review:

The application must be received by the office of the City Assessor by **December 1, 2021.**

**Mail:** Office of the City Assessor, 7900 S. Westnedge Ave, Portage, MI 49002

**E-mail:** [Assessingdept@portagemi.gov](mailto:Assessingdept@portagemi.gov)

**In Person:** 24-hr drop box at Portage City Hall

**GUIDELINES:** To be eligible, a person shall do all of the follow on an annual basis:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. File a claim in the form of a complete application with the assessor or Board of Review, accompanied by Federal and State income tax returns for all persons residing in the principal residence, including any property tax credit forms filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
3. File a claim in the form of a complete application reporting that the combined assets of all persons do not exceed \$25,000. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles that are not required for transportation to and from place of employment or education, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
4. Produce a valid driver's license or other form of identification if requested.
5. Provide a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.

The following are the federal poverty income guidelines, which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

<b><u>Number of Persons Residing In the Principal Residence</u></b>	<b><u>Poverty Guidelines Annual allowable income</u></b>
1 person .....	12,760
2 persons.....	17,240
3 persons.....	21,720
4 persons.....	26,200
5 persons.....	30,680
6 persons.....	35,160
7 persons.....	39,640
8 persons.....	44,120
Each additional person, add \$4,480	

**Documents Needed:** In order for the city to approve your application, you must provide proof of your income and assets. Please provide the following items. **Remove all account and social security numbers from your documents.**

1. The fully completed and signed application form, which includes a complete listing of all persons residing in this home, showing their age, employment/disability status, and income.
2. If the property is not in your name currently due to an unrecorded land contract or otherwise, then provide proof of ownership.
3. Copy of most recent annual Social Security notice of amount of monthly benefit for each person in your household who receives any type of Social Security benefit.
4. Copy of the 2020 Federal and State income tax returns for you and for every household member who is required to file. The Applicant's Michigan return should include a Homestead Property Tax Credit Claim (MI1040CR) and a Home Heating Credit Claim. These items will be expected. If the items are not provided, the owner must explain the reason(s) for not including the items.
5. Copies of 2 bank statements from the last 4-6 months for every bank, retirement, annuity, cash value life insurance, brokerage or other financial asset accounts held by you and any person residing in your household.
6. A statement detailing any assets owned by any person residing in your household, other than normal household goods and items listed on the application.
7. Again, be sure to include proof of income and assets for each person who resides in your household.