

**2023 CITY OF ST. CLAIR SHORES
POVERTY GUIDELINES**

In order to be eligible to receive a 2023 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:
 - 2022 federal income tax return (1040, 1040A, 1040EZ)
 - 2022 state income tax return (MI-1040)
 - 2022 homestead property tax credit claim (MI-1040CR)
 - Bank statements covering October thru December of 2022
 - Direct Express statements covering October thru December of 2022
 - Most recent utility bill statements (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.
 - Statements for other income (W-2, annuity, veteran benefits, pensions and any other income source)
 - Current statements for all debts (e.g., credit cards, automobile loans, mortgage loans, personal loans, student loans, etc.)
 - Statement from Friend of the Court showing child support payment history or deficiency
 - Drivers license for adult children previously living in the home
 - Applicants **MUST** provide a copy of their credit report which can be acquired for free at www.AnnualCreditReport.com. Federal Law allows you to get a free credit report from these three credit reporting companies Equifax, Experian and TransUnion.
 - Buyers settlement statement and application if the property transferred in the current or prior year.

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 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 requested by the City Assessor or Board of Review.

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POVERTY GUIDELINES**

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 January 15, 2022 for household income deemed to be at the poverty threshold, for use in setting poverty exemption guidelines for 2023 assessments. In order to qualify for tax relief, the applicant's household income from all sources must be at or below the following amounts:

Size of Family Unit	Poverty Guidelines
1	\$13,590
2	\$18,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630
<i>For each additional person, add</i>	<i>\$4,720</i>

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 excluding one's home and vehicle.
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.
8. All poverty exemption applications are considered on a case-by-case basis within the framework of the aforementioned policies. The amount of relief due to poverty that will be granted by the Board of Review for any qualified applicant will be determined as follows:
- Household income less than or equal to the Federal Poverty Income Standards will be eligible for a 100% exemption.
 - Household income greater than 100% and less than or equal to 125% of the Federal Poverty Income Standards will be eligible for a 50% exemption.
 - Household income over 125% of the Federal Poverty Income Standards will not be eligible for an exemption.

For example, based on the household income for a single person:

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POVERTY GUIDELINES**

- a. Income equal to or under \$13,590 will qualify for a 100% reduction of taxes.
 - b. Income between \$13,590 and \$16,988 will qualify for a 50% reduction of taxes.
 - c. Income over \$16,988 will not receive a reduction.
9. The Board of Review may deny any appeal, regardless of income, if the financial hardship appears to be self-created by the actions of the person or persons making the application. The Board of Review shall also reject any application where the information contained in it appears fraudulent, misleading or incomplete. An application is considered incomplete when required supporting documents and information is not included with the application.

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.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
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		
PART 2: REAL ESTATE INFORMATION				
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				
PART 3: ADDITIONAL PROPERTY INFORMATION				
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

Continue on Page 2

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

PART 5: INCOME SOURCES

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)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

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

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

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

Continue on Page 3

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)

Continue and sign on Page 4

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.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT		
<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>		
PART 12: CERTIFICATION		
<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

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