

Size of Family Unit	Poyerty Guidelines
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380
For each additional person	\$4,320

**Note:** PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 6 of 2017 for more information on poverty exemptions.

**Note:** P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

DALTON TOWNSHIP  
SPECIFIC REQUIREMENTS FOR HARDSHIP EXEMPTION  
(As adopted by the Township Board)

In addition to the requirements outlined in PA 390 of 1994, also known as MCL 211.7u, as amended, the following apply:

- 1) Applicant must own and have occupied for at least (6) months as your principal residence, the property for which relief is being sought.
- 2) Applicant must provide current copy of deed or land contract showing ownership in principal residence.
- 3) Applicant must provide copies of 2018 Michigan Income Tax Return for all persons residing in the principal residence, including 2016 Homestead Property Tax Credit Claim (MI 1041 CR-1 (Senior) or CR-4 (General) and Home Heating Tax Credit.
- 4) Applicant must provide copies of 2018 Federal Income Tax Return (1040) for all persons residing in the principal residence, if he/she is required to file federal income tax. If applicant is not required to file, they must indicate this on application.
- 5) Any applicant or person residing in the principal residence who is not required to file a 2018 Michigan or Federal Income Tax Return is required to file an affidavit (Treasury Form 4988).
- 6) Applicant must provide copies of W-2 forms or 1099 forms pertaining to tax forms presented.
- 7) Applicant must provide a copy of a current Michigan driver identification card or Michigan State ID for identification.
- 8) The Board of Review will apply a three (3) part test to determine the eligibility and amount of exemption.

a) THE INCOME TEST:

An eligible applicant must meet the published poverty income standards. Only in the case of extraordinary circumstances can the Board of Review consider greater than the published amounts.

In the case of extraordinary circumstances, the applicant must provide documentation verifying major or unusual out-of-pocket expenses.

b) THE ASSET TEST:

A hardship exemption shall not be granted to any applicant whose total liquid assets exceed \$1,500.

Under no circumstances shall a hardship exemption be granted to any applicant who owns any interest in real estate in addition to their principal residence.

Under no circumstances shall a hardship exemption be granted to any applicant who owns any interest in a recreational vehicle.

c) INCOME FROM OTHER SOURCES TEST:

If the Board of Review determines that the applicant has or should have income from other sources, such as relatives, dependents, friends, they may add this income to the applicant's reported income and if the resulting sum of these incomes is greater than the Federal Poverty Income Standards, then a hardship exemption will be denied. If the amount of the income added to the applicant's reported income and the resulting sum is less than the Federal Poverty Income Standards, then a hardship exemption may be granted.

- 9) Applicant's property must meet Dalton Township's Zoning Ordinance criteria in regards to debris, trash, junk cars, etc.
- 10) The Board of Review may grant property tax relief, based on poverty, annually.
- 11) Granting of a hardship exemption does not relieve the tax payer of burden of special assessments levied against the property. Special Assessments will still be due and payable.

## DALTON TOWNSHIP

### POLICY AND GUIDELINES FOR HARDSHIP EXEMPTIONS FROM TAXATION FOR THE YEAR OF 2019 AS REQUIRED BY PA 390 OF 1994

In order to comply with the General Property Tax Act, P.A. 206 of 1893 as amended, Section 211.7u which reads: "The homestead of person who, in the judgment of the supervisor and Board of review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act," the following policy for applicants requesting consideration for poverty exemptions will be followed:

1. All requests for Hardship Exemption must be made on the form(s) provided by Dalton Township. Handicapped or infirmed applicants may call the Assessor's office to make necessary arrangements for assistance.
2. Applications may be filed with the Township Assessing Department after January 1, 2019 but on or before December 1, 2019.
3. Applications are to be reviewed by the Board of Review. The Board of Review may request that any or all applicants be physically present to respond to any questions the Board of Review may have.
4. The applicant(s) may have to answer questions regarding financial affairs, health, the status of people living in his/her home before the Board, at a meeting which is open to the public at large.
5. The Board of Review will use a basis for the granting of such Exemption the following listed items and requirements.
  - a) Public Act 390 of 1994, also known as MCL 211.7u, as amended
  - b) Bulletin No. 5 January 23, 1995, Michigan Department of Treasury, State Tax Commission to include the definitions and requirements.
  - c) Poverty thresholds as provided by the United States Office of Management and Budget. Income is defined in Bulletin No. 5, Item G. (Specific poverty thresholds list is attached)
  - d) Asset thresholds for the entire household as determined by Dalton Township. (specific requirements thresholds list is attached)
  - e) Specific requirements by Dalton Township that must be met before the application will be considered for approval. Be advised that some

of the listed requirements are included as part of P.A. 390 of 1994. (specific requirements list is attached) (as defined in Bulletin No. 5, Item D.)

- f) Data submitted to the Board by the petitioner.
  - g) Testimony taken from petitioner and information gathered from any source the Board may wish to use.
6. Any successful applicant may be subject to personal investigation by the Township. This would be done to verify information submitted or statements made to the Assessor or Board of Review in regard to the applicants property tax abatement claim. Should any representation by the applicant appear to be false, the exemption shall be denied.
  7. Applications for hardship exemption are for one year only. A new application must be submitted for the following year.
  8. The supervisor, or secretary of the Board of Review, will keep minutes of all proceedings before the Board of Review and all meetings must be held in a municipal building and pursuant to the Open Meetings Act.
  9. The Board of Review shall follow this policy when considering all requests for a hardship exemption. The same standards shall apply to each applicant in an assessment year, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and the substantial and compelling reasons are communicated in writing to the applicant.
  10. Hardship Exemption denied by the Board of Review may be appealed to the Michigan Tax Tribunal by July 31st of the same year or within 30 days of denial at the July or December Board of Review.

Michigan Tax Tribunal  
PO Box 30232  
1033 S. Washington  
Lansing, MI 48909

2019

Parcel L.D. \_\_\_\_\_

Application for One-Year Hardship Exemption  
Confidential Information

DALTON TOWNSHIP

**SECTION I**

Applicant's name: \_\_\_\_\_

Name of spouse or co-owner (if applicable): \_\_\_\_\_

Applicant's mailing address: \_\_\_\_\_  
\_\_\_\_\_

Property Address for which relief is being sought: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

Do you claim this property as your homestead (primary residence)? Yes \_\_\_ No \_\_\_

If yes, have you applied for and received a Homestead Property Tax Credit Claim

MI-1040 CR-1 (Senior) Yes \_\_\_ No \_\_\_

MI-1040 CR-4 (General) Yes \_\_\_ No \_\_\_

Are you a military veteran? Yes \_\_\_ No \_\_\_ Is your spouse a military veteran? Yes \_\_\_ No \_\_\_  
(Military veterans may be eligible for exemption under the Soldiers & Sailors Act for 2015  
Disabled Veteran's Exemption)

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**SECTION II**

List all persons living in this home:

Name	Age	Relationship To Applicant	Claimed as Dependent?	Place of Employment	Annual Income
		Applicant	N/A		Section III
		Co-Applicant	N/A		Section III
			Yes ___ No ___		
			Yes ___ No ___		
			Yes ___ No ___		

Attach additional sheet if needed.

**SECTION III**

Income Information for all persons listed in Section II

Source	Amount Per Month	Amount Per Year
Wages, Salaries, Tips, Sick, Strike, and sub-pay, etc.		
Social Security/SSI Benefits Income		
Retirement Pension of Annuity Benefits (Includes Military Retirement pay)		
Interest and/or Dividends Earned (Includes non-taxable interest)		
Rent/Business or Royalty Income		
Disability Payments (Worker Comp, Veterans Disability, Pension Benefits)		
ADC, SFA, SDA, RAP/REP (Attach a copy of DSS Annual Statement)		
Alimony		
Child Support		
Unemployment Benefits		
Other Nontaxable Income (Military Family Allotments, College Scholarships, Grants, Fellowships, etc.)		
Less Amount YOU PAY for Medical Insurance		
YOUR TOTAL INCOME		
ADD INCOME FOR ALL MEMEBERS OF HOUSEHOLD (not claimed as dependents) AS SHOWN ON FIRST PAGE OF APPLICATION		
TOTAL PROJECTED HOUSEHOLD INCOME FOR CURRENT YEAR		

Are you facing any special circumstances which make it hard to pay your delinquent taxes?  
Please describe (use reverse side or an additional sheet if you need to).

**SECTION IV**

**ASSETS**

Primary Residence Information:

Purchase Date: \_\_\_\_\_ Purchase Price: \$ \_\_\_\_\_ (If purchased in last 3 years.)

Do you own this property free and clear? Yes \_\_\_ No \_\_\_

If not, Balance of mortgage: \$ \_\_\_\_\_ Balance of 2nd mortgage: \$ \_\_\_\_\_

Balance of Home Equity loan: \$ \_\_\_\_\_

Total amount of monthly mortgage payments: \$ \_\_\_\_\_

Are taxes included in payment? Yes \_\_\_ No \_\_\_

2019 Assessed Value \_\_\_\_\_ 2019 Taxable Value \_\_\_\_\_

Have any improvements, changes, or additions been made to the property in the last two (2) years? Yes \_\_\_ No \_\_\_

If yes, please explain: \_\_\_\_\_

Do you have an ownership interest in any other real estate (including ownership via partnerships, corporation, etc.) in Michigan or anywhere else? Yes \_\_\_ No \_\_\_ If yes please list (attach additional sheet if needed).

Location	Value	Type of Use	Purchase Date	Purchase Price

What are your assets in addition to real estate:

(Do not include sheltered retirement plans such as IRA, 401(K), 403(B), Keogh, 457, annuities, or company pension programs.)

Cash	\$
Savings Accounts/Certificates & Money Market	\$
Checking Accounts	\$
Stocks/Bonds/Treasury Bills	\$
Insurance - Cash Value	\$
Other	\$
Investments	\$
Personal Property held as an investment (i.e. gems, jewelry, coin collections, antique cars, etc.)	\$
Vehicles: Cars and/or Trucks (Attach additional sheet if necessary.)	
Make	#1 #2 #3
Model	
Year	
Value	
Balance Owed	
Recreational Vehicles: Boats, Trailers, Snowmobiles, ATV's, Watercraft, etc. (Attach additional sheet if necessary.)	
Type	#1 #2 #3
Year	
Value	
Balance Owed	

**SECTION V**

**EXPENSES**

Expense	Amount Per Month	Amount Per Year
Gas (Heat)		
Electricity		
Telephone		
Cell Phone		
Water/Sewer		
Cable TV		
Internet		
Food		
Medical		
Prescriptions (include optical & dental)		
Clothing		
Vehicle Payments		
Vehicle Repair/Maintenance		
House Insurance		
Childcare		
Other (specify)		
<b>TOTAL PROJECTED EXPENSES</b>		

**PERSONAL DEBTS**

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

**SECTION VI**

**ATTACHMENTS REQUIRED:** (Do not submit originals of supporting documentation as we must keep these for our records and cannot return them.)

- Copy of deed or land contract showing ownership of principle residence.
- 2018 Michigan Income Tax Return for all persons residing in the principle residence, including 2018 Homestead Property Tax Credit Claim [MI 1041 CR-1 (Senior) or CR-4 (General)] and 2018 Home Heating Tax Credit.
- 2018 Federal Income Tax Return (1040) for all persons residing in the principle residence, if you are required to file federal income.  
If you are not required to file, then you will need to file a Poverty Exemption Affidavit with our office. These forms are available in our office your convenience. Please indicate in Section VI - additional comments.
- W-2 forms or 1099 forms pertaining to tax forms presented
- Michigan driver license or state identification card for identification
- Copies of documents verifying major or unusual out-of-pocket expenses

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Requesting Exemption

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.

**NOTE: Do not sign until witnessed by the supervisor, assessor, or board of review.**

STATE OF MICHIGAN

COUNTY OF MUSKEGON

The undersigned, being duly sworn, deposes and says that the statements in the foregoing application are true and that he/she has no money, income, or property other than mentioned herein.

Your Signature \_\_\_\_\_

Spouse or Co-Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature of Supervisor, \_\_\_\_\_  
Assessor, Board of Review Member, or notary public.

## Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1993; 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