POVERTY GUIDELINES

ELIGILITY REQUIREMENTS OF DOUGLASS TOWNSHIP, MONTCALM COUNTY, MICHIGAN

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a homestead the property for which as exemption is requested.

2 File a claim with the supervisor or board of review, accompanied by federal and state income tax return for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.

3. Produce a valid drivers' license or other form of identification if requested.

4. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.

5. Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget.

6. Produce all records of income (social security, paystubs, unemployment etc.)

7. Produce all records of expenses (utility bills, payments, etc.)

8. Produce any and all bank statements (savings accounts, checking account, savings bonds, etc.)

9. Produce any and net receipts from farm self employment

10. Any additional eligibility requirements as determined by the city board of review.

11. Produce all alimony, child support, public assistance & veteran's payments

12. Produce all college or university scholarships or grants

13. Any additional eligibility requirements as determined by the city board of review.

HARDSHIP EXEMPTION APPLICATION

I, _____, being the owner and resident of the property listed below, apply for tax relief under MCL 211.7u of the General Property Tax Act, (the real and personal property of persons who, in the judgement of the supervisor and board of review, by reason of poverty are unable to contribute toward the public charges, are exempt from taxation under this act).

Property Code Number: _____

Property Description: _____

_____

_____

Property Address: _____ Phone: ( ) _____

Marital Status: _____ Age applicant: _____ Age spouse: _____

Number of Dependents: _____ Age of Dependents: _____

Have you applied for Homestead Property Tax Credit this Year: _____

How much was your Property Tax Credit: _____

ATTACH COPY OF 1040 CR AND FEDERAL OR STATE INCOME TAX RETURN FILED IN THE PRECEDING OR IN THE CURRENT YEAR.

REAL ESTATE: Is home paid for ? _____ Unpaid balance: _____

Name of Mortgage Co: _____ Monthly payment: _____

How long have you lived at this residence ? _____

Do you own, or are you buying any other property ? _____

If so, list below:

Property Address	Name of Owner	Assessed Value	Amount & Date Last Taxes Paid

Income earned from above property $ _____

Name of Employer: _____

Address: _____

Phone No. ( ) _____

List all income from salaries. Social Security, rents, pensions, unemployment compensation, disability, government pensions, workers' compensations, dividends, claims and judgments from lawsuits, alimony, child support, government assistance (food stamps) any other income.

*****MUST HAVE COPIES OF ALL INCOME STATEMENTS *****

Source of Income	Monthly or Annual Income

SAVINGS AND INVESTMENTS: List all savings owned by you or your spouse, including savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds or similar investments.

***** MUST HAVE COPIES OF ALL STATEMENTS *****

Name of Financial Instituation or Investments	Amount on Deposit	Name on Account	Value of Investment

LIFE INSURANCE: List all policies held by you or your spouse

Insured	Amount of Policy	Amt. Paid Monthly	Paid up Policy	Name of Beneficiary	Relationship to Insured

MOTOR VEHICLES IN HOUSEHOLD:

Make	Year	Monthly Payment	Balance Owed

LIST ALL PERSONS LIVING IN HOUSEHOLD:

Last Name	First	age	Relationship to Claimant	Place of Employment	Contribution to income

PERSONAL DEBTS:

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

MONTHLY EXPENSES:

***** MUST PROVIDE ALL COPIES *****

Utilities: _____ Food: _____

Phone: _____ Clothing: _____

Heat: _____ Car Expence: _____

Other (Specify): _____

_____

_____

OTHER ASSETS: List all other assets and their values that are owned or controlled by you (for example, boats, coin collection, antiques, silver, campers etc)

***** MUST PROVIDE COPIES OF ALL ASSETS****

Type of Asset	Value	Owner

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, board of review member or notary public.

STATE OF MICHIGAN

COUNTY OF MONTCALM

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

_____

Petitioner

Subscribed and sworn this _____ day of _____, 20 _____.

_____

Assessor, Supervisor, Board of Review Member or Notary Public

This application must be returned to Douglass Township Hall

ASSETS INCLUDE BUT NOT LIMITED TO:

** A second home or land

** More land than a minimum "footprint" for the house

** Vehicles

** Recreational vehicles (campers, motor-homes, boats & ATV, snowmobiles)

** Jewerly

** Antiques

** Artwork

** Equipment

** Other personal property of value

** Bank accounts (checking & savings) over $ _____

** Stocks

** Tax Refunds, gifts, loans, inheritances and insurance payments

** Food or housing received in lieu of wages and value of food and fuel produced on farms

** Federal non-cash benefits programs (food stamps & school lunches)

** Money received from sale of property, car, bonds etc..

** Anything else townhip/city requests

ASSET TEST WORKSHEET

1. Value of second home or excess land: _____

2. Value of extra vehicles: _____

3. Value of recreational vehicles: _____

4. Value of jewerly, antiques or artwork: _____

5. Amount in bank (savings, bonds etc): _____

6. Amount food, housing from farms: _____

7. Federal assistance (food stamps, school lunches): _____

8. Equipment, gifts, tax refunds: _____

9. Misc: _____

GRAND TOTAL OF ASSETS: $ _____