

Principal Residence Exemption (PRE) Affidavit

Issued under authority of Public Act 206 of 1893.

Read the instructions page before completing the form. Completion of this Affidavit constitutes a claim for a Principal Residence Exemption (PRE) when filed with the local assessor of the city or township where the property is located. The deadline to file the Affidavit for taxes levied after December 31, 2011, is June 1 for the summer tax levy and November 1 for the winter tax levy. A *Request to Rescind Principal Residence Exemption (PRE)* (Form 2602) or a *Conditional Rescission of Principal Residence Exemption (PRE)* (Form 4640) must be filed with the local assessor for any previous claims. This form is not valid unless certified by the assessor. Do not submit this form if the property is not occupied by the owner as a principal residence.

Type or print in blue or black ink. Use a separate form for each property tax identification number.

PART 1: PROPERTY INFORMATION				
▶ 1. Property Tax Identification Number			▶ 2. ZIP Code	
▶ 3. Street Address of Property		4. Name of Township or Village	<input type="checkbox"/> Township	5. County
			<input type="checkbox"/> City	

6. Date the property in line 1, above, became your principal residence ▶ 6. _____
 The property in line 1 above is my: ▶ 6a. Principal residence
 Month Day Year
 ▶ 6b. Unoccupied adjoining or contiguous property that is classified residential or timber-cutover.

▶ 7. Name of Owner (First, Middle, Last)		▶ 8. Owner's Social Security Number	
▶ 9. Name of Co-Owner (First, Middle, Last)		▶ 10. Co-Owner's Social Security Number	

11. Property owner's daytime telephone number 11. _____

12. List the percentage (100% to 1%) of the property that is occupied by the owner claiming the property as a principal residence. If the property has more than one home on it, it is a multi-dwelling, used for purposes other than a principal residence, or partially rented, the owner may claim only a partial exemption. Read the instruction page attached to determine the percentage of the exemption the owner is allowed to claim in these situations. ▶ 12. _____ %

13. Have you claimed a principal residence exemption for another Michigan principal residence? 13. Yes No

14. If yes, have you rescinded that principal residence exemption? 14. Yes No

15. Do you or your spouse claim a similar exemption, credit or deduction on property located in another state? 15. Yes No

16. Have you or your spouse filed a tax return as a non-resident of Michigan or resident of another state? 16. Yes No

PART 2: CERTIFICATION			
<i>Certification: I certify under penalty of perjury the information contained on this document is true and correct to the best of my knowledge.</i>			
17. Owner's Signature		Date	17a. Co-Owner's Signature
			Date
17b. Mailing Address, if Different than Property Address Above			
18. Closing Agent or Preparer's Name and Mailing Address			

LOCAL GOVERNMENT USE ONLY (do not write below this line)

19. Was an exemption in place prior to this affidavit being filed? 19. _____	
20. What is the first year this exemption will be posted to the tax rolls? ▶ 20. _____	
21. PRE applied with Summer Levy? 21. <input type="checkbox"/> Yes <input type="checkbox"/> No	
22. PRE applied with Winter Levy? 22. <input type="checkbox"/> Yes <input type="checkbox"/> No	
23. Indicate property classification 23. _____	
Did the Assessor Approve or Deny the Affidavit? <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach a copy of the Local Unit Denial)	What is the year the Affidavit will be posted to the tax roll?
<i>Certification: I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.</i>	
Assessor's Signature	Date Certified by Assessor (MM/DD/YYYY)

Instructions for Form 2368 Principal Residence Exemption (PRE) Affidavit

If you own and occupy your principal residence, it may be exempt from a portion of your local school operating taxes. To claim an exemption, complete this Affidavit and file it with your township or city by June 1 or November 1 of the year of the claim. Failure to complete an Affidavit (including the refusal to provide a social security number) may be a cause to deny the claim for an exemption.

A valid affidavit filed by June 1 allows an owner to receive an exemption on the current year summer and winter tax levy and subsequent levies so long as it remains the owner's principal residence. A valid affidavit filed by November 1 allows an owner to receive an exemption on the current year winter tax levy and subsequent levies so long as it remains the owner's principal residence. *Principal residence* means the dwelling that you occupy as your permanent home and any unoccupied adjoining or contiguous properties that are classified residential or timber-cutover. Do not submit this form if the property is not occupied by the owner as his or her principal residence.

Owners are defined in MCL 211.7dd(a). Only the owner's listed in MCL211.7dd(a) are eligible to claim the exemption. **Renters can not file this form.**

Occupying means this is your principal residence, the place you intend to return to whenever you go away. It should be the address that appears on your **driver's license or voter registration card**. Vacation homes and income property that you do not occupy as your principal residence may not be claimed. You may have only one principal residence at a time, however, you can file a *Conditional Rescission of Principal Residence Exemption (PRE)* (Form 4640) on unsold property that is your previous principal residence under the following conditions: it is for sale, is not occupied, is not leased, and is not used for any business or commercial purpose.