

# COLDWATER TOWNSHIP

RESOLUTION: 3 -2021 For: FORM 5737

## PROPERTY TAX POVERTY EXEMPTION APPLICATION

(Pursuant to Public Act 390 of 1994) Adopted by the Coldwater Township Board January 9, 2017

AMENDED: 9-16-21

**Adjusted to Federal Poverty Standards from:  
STC Bulletin 17 of 2020 for 2021 Assessments**

### Filing Requirements for HARDSHIP EXEMPTION:

In order to file and qualify for the property tax poverty exemption, the claimant must do ALL of the following and meet each of the following requirements annually:

1. Obtain Coldwater Township Applications from the Assessor's Office. (Handicapped or infirmed applicants may call the Assessor's Office to make necessary arrangements for assistance).
2. Applicants will **NOT** be eligible for consideration if they do not meet the Federal Poverty Guidelines set and issued annually.
3. Applicants must OWN and OCCUPY the homestead property for which the exemption is requested.
4. Applicants SHALL fill out the Coldwater Township Application in its entirety and return it in person to the Coldwater Township Assessor, Supervisor or Board of Review at 319 Sprague Rd, Coldwater Michigan 49036 (except for as noted in Item 1 above)
5. Applications must be filed with the Assessor or Supervisor after January 1<sup>st</sup> but before the day prior to the last day of the Board of Review.
6. Applications may and will be reviewed by the Board without the applicant being present. However, the Board may request that an applicant be physically present to respond to any questions the Board or Assessor may have. This means that you may be called in to appear before the Board on short notice.
7. You may have to answer questions regarding your financial affairs, your health or the status of people living in your home before the Board at a meeting which is open to and may be attended by the public. The Board will be as discrete as possible with your personal data.
8. Applicants appearing before the Board will be administered an oath as follows:  
  
"Do you \_\_\_\_\_ swear and affirm that the evidence and testimony you will give in your behalf before the Board of Review is the truth, the whole truth and nothing but the truth, sol help you."  
  
Applicant must respond with: "I do" or I will (If capable of doing so)
9. Applicants shall submit last year's copies of the following for all residing in the homestead:
  - a. Federal Income Tax Return – 1040 or 1040A
  - b. State Income Tax Return – MI 1040

10. Applicants must produce a valid driver's license or other form of identification. (The Township may make a copy of your identification and place it on file with your application).
11. Applicants may have to produce a deed, land contract or other evidence of ownership of the property for which an exemption is being requested if required by the Assessor, Supervisor or Board of Review.
12. Any applicant that owns enough land that a portion of it could be sold to pay their taxes shall do so. NOTE: Any sale of A PORTION of your property must comply with State and local zoning laws including filing the Townships' Lands Division Application timely.
13. Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget. (Chart of income standards attached)
14. Report divestment of assets on the required application form.
15. Meet the asset levels test set by the Coldwater Township Board.
16. Meet any other tests that may be set by the Coldwater Township Board.
17. Do not sign your application until it is returned to the Assessor's Office. The applicant's signature must be witnessed by the Assessor or Supervisor in order for the application to be brought before the Board for consideration.
18. The Supervisor and or the Assessor must agree to the Board's decision in regards to the disposition of all individual claims or the decision is null and void.
19. Applicants will be evaluated based on:
  - a. Data submitted to the Board by the petitioner.
  - b. Testimony taken from petitioner.
  - c. Information gathered from any source the Board may wish to use.
20. The Board will also consider all revenue and non-revenue producing assets owned by the petitioner in its deliberation as to whether relief should be granted.\
21. The Board may grant partial or whole exemptions.
22. A successful applicant may be subject to personal investigation by the Township or its agents. This would be done to verify information submitted or statements made to the Assessor or Board of Review in regard to their poverty tax exemption claim.
23. The Assessor or Supervisor may tape record and will keep minutes of all proceedings before the Board of Review and all meetings must be held in the Coldwater Township Hall.

Deliver your application to:

Russell E. Siler, Assessor  
Coldwater Township  
319 Sprague Rd  
Coldwater MI 49036