



Poverty Exemption – MCL 211.7u – Documentation Checklist

It is highly advised that those applying for the poverty exemption attend the Board of Review meeting to answer any questions and provide additional documentation if requested. Applications may be submitted to the March, July, or December Board of Review.

Please initial next to the documentation you have attached with your exemption request.

Required Documents:

- _____ Form 5737 - *Application for MCL 211.7u Poverty Exemption*
- _____ Form 5739 - *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty*
- _____ Proof of Income (REQUIRED for ALL members of the household)
 - _____ Current or prior year income tax returns (current year preferred) **OR**
 - _____ Form 4988 *Poverty Exemption Affidavit* if not required to file income taxes **PLUS**
 - _____ Current paystubs
 - _____ Current award letters for public assistance, VA benefits, SSDI, etc....
 - _____ Scholarship/Grant award letters
 - _____ Rent receipts (for this or other property)
 - _____ Land contract payment receipts (for this or other property)
 - _____ Miscellaneous income (yard sales, consignments, gifts from others)
 - _____ Self-employment profit and loss statements
- _____ Bank statements (checking, savings, CD's, etc.... - current and last 6 months)

Recommended Attachments:

- _____ Asset list with appraised/blue book values - off-road vehicles, recreational vehicles, boats, trailers, campers, fine art, etc...
- _____ Other proof of income or hardship – applications for assistance from Community Action Agency (CAA) or other charitable organization to pay utilities, food assistance, etc....
- _____ Proof of ownership and/or occupancy of the residence for which you are requesting exemption if not reflected on tax bill.
- _____ Documentation of any pending appeals for state or federal assistance.

This is not an exhaustive list. Further documentation may be requested at the discretion of the Board of Review.