



CITY OF DEARBORN HEIGHTS  
2022 POVERTY EXEMPTION APPLICATION

DIRECTIONS FOR COMPLETING THIS APPLICATION

**RETURN YOUR COMPLETED APPLICATION NO LATER THAN:** \_\_\_\_\_

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY. IF THE APPLICATION IS NOT COMPLETED CORRECTLY OR IF THE REQUIRED DOCUMENTS HAVE NOT BEEN ATTACHED, THE BOARD OF REVIEW MAY DENY YOUR APPLICATION.

1. Answer all of the questions. If a question doesn't apply to you, write N/A in the answer space.
2. The application that is being completed is one that was written by the State and which we are now required to use. The City also needs other information and that form follows the State application.
3. The income of all legal owners of the property must be reported. A legal owner is anyone whose name appears on the deed or land contract. Even if that other person does not live in the household, their income must be reported. A separate form has been created for owners not living in the household to complete.
4. Be sure all of the documents the application needs are attached. There is a checklist at the end of the application that will help you be sure that you have attached everything needed.
5. Please write clearly – especially numbers
6. **Part 1 of the State application** asks for basic personal information. The word “petitioner” is used throughout the application. It refers to the person filling out the application. The number of legal dependents includes the petitioner and spouse as well as anybody else claimed on your income tax. This doesn't refer to anyone else living in the home who isn't claimed on your income tax. If there are other people living in your home, they will be named in a different section of the application.
7. **Part 2** asks for information about your home. Although it states that you need to provide a copy of the deed at the Board of Review meeting, that isn't accurate. You do not appear at the Board of Review, only your application goes to the Board of Review.
8. In Part 2, the Property Parcel Code Number is the Property ID number on your property tax bill. If you are not sure of what it is, call the Assessor's Office. Write the name of your mortgage company or land contract holder if you have one. Also, the Property Description means the legal description that is on your tax bill or deed.
9. **Part 3** asks for information about any other property you own or are buying, either on your own or with someone else. It refers to both residential and commercial property.
10. **Part 4** wants the employment information, if any, about the person completing the application.
11. **Part 5** wants to know about the source of all the household income. List the name of the person and where the money comes from – like SSI, retirement pension, a job, unemployment or any other source of income. Also write down the amount of that income either for the month or the year.
12. **Part 6** wants to know about any checking or savings account at a bank or credit union. If you have any other investments list those in this section. List all accounts for the adults in your home. Attach other sheets if necessary. The value of investment only refers to stocks, bonds, or other types of investment you may have.
13. **Part** asks you to list any life insurance policies you, or any member of the household, may have.

14. **Part 8** wants information about any cars, boats, trailers, or any type of vehicle you may have including recreational vehicles. Attach additional sheets if necessary.
15. **Part 9** wants you to list the names of everyone who lives in the home, their age and the relationship to the person filing the application. If they are employed, list the name of the employer and also how much they earn. If someone listed in this section doesn't have a job, write N/A in the Place of Employment and \$ Contribution sections. Just be sure that if someone listed in this section gets any other type of income, such as SSI, their name and information are also listed in Part 5.
16. **Part 10** wants to know about your personal debt like credit cards or personal loans, credit union loans or other loans that don't have security. Your house and your car are the security for your mortgage and car loan and the amount you owe for those are listed someplace else on the application. The creditor is who you owe the money to and the purpose of debt could be "credit card" or "boat loan" or "college tuition", etc. Just include the monthly payment and the balance owed.
17. **Part 11** asks for information about your monthly expenses. If you have DTE, just write that in the section for Heating and cross out the section for Electric. The section for Food is what you spend over and above what you get in your Bridge Card. The section for Car Expense should also include the amount you spend for car insurance. In one of the sections for "Other", write the amount you pay for homeowner's insurance. If you have medical or dental bills list those in one of the "Other" sections.
18. **Part 12** (which incorrectly lists it as Part 11 again) wants you to check the box that shows you have read the policy and guidelines.
19. **Part 13** (which is incorrectly lists it as Part 12) is where you print your name, sign it and date it.

**The following statements reference the items required by the City additional questions:**

1. Tell us the date you bought your house, what you paid and if it was a gift. Also, if you got a mortgage in the last 5 years, attach the documents you gave to the bank to qualify for a loan.
2. If you don't have a mortgage and the home was purchased with cash or it was a gift, tell us why you didn't set aside money for property taxes and other home ownership expenses.
3. Tell us about any large purchases or changes, improvements or additions made to your home in the last 2 years including the cost. Do not include essential items or changes you made for health or safety or because of city code violations.
4. Do just you and your spouse own this property? If not, tell us who else is listed on the deed or land contract. Each owner who doesn't live in the home must also file the *Income and Status Sheet or an Owner Who Does Not Live in the Home*.
5. Self-explanatory
6. Self-explanatory
7. The Board of Review looks at the amount of your household expenses and compares them to the amount of your income. Just reducing your taxes may not be enough to solve your financial problems. Tell us what you plan to do to get your expenses and income in line.
8. If there is a big difference between your 2021 income and this year, tell us what happened and how much income you think you will have this year.
9. There must be an explanation for anyone age 18 or older (and isn't in high school) who does not contribute to the household income.
20. When we ask questions about your income, we want to know how much you earned in calendar year 2021. We also want income tax returns for 2021. You need to attach documents which show your income information such as Social Security statements, W-2's from your employer, unemployment benefit documents, etc.

21. Each person in your household who is 18 or older not in high school (including the applicant) needs to report their income. We will need for each person:
  - a. Federal and state income taxes
  - b. Documents about the source of income (social security statements, disability statements, W-2's from your employer, unemployment benefit statements, etc.)
  - c. The most recent 3 months of all bank or credit union statements
  - d. Even if the owner doesn't file Michigan income tax, a copy of the Homestead Tax Credit and the Home Heating Credit must be attached (this is for the homeowner only)
22. If you state that you cannot work because you are disabled we need to know if you qualify for benefits and if not, why. If you are receiving disability benefits, attach documents. If you are not receiving disability benefits, but are having serious medical issues, provide information from your doctor.
23. There are three different waiver forms in the application which you need to sign:
  - a. Authorization to Verify Application Data and to Inspect Property. This should be signed by the owners of the property.
  - b. Waiver of Confidentiality. This should be signed by each person who includes their tax returns and other income or medical information.
  - c. Income Tax Filing Waiver. One form should be signed by each individual age 18 or older who is not required to file federal or state income tax returns.
24. Submit your application either in person or by mail to:

Board of Review  
c/o Assessing Office  
6045 Fenton  
Dearborn Heights, MI 48127

Listed below is the chart showing the income poverty standards used by the Board of Review

Size of family/ Household residents	2022 Federal Poverty Standards 100%	2022 Dearborn Heights Income Guidelines 50%
1	\$12,880	\$15,456
2	\$17,420	\$20,904
3	\$21,960	\$26,352
4	\$26,500	\$31,800
5	\$31,040	\$37,248
6	\$35,580	\$42,696
7	\$40,120	\$48,144
8	\$44,660	\$53,592
For each additional person	\$4,540	\$5,448

Asset Guidelines:

In addition to the income guidelines, applicants can have no more than \$30,000 in assets. Assets are things that could be converted to cash to pay for property taxes. Assets include:

- a. Bank accounts, stocks, bond, IRA's or investment accounts
- b. Second home, vacant land or rental property
- c. Second cars within the household, recreational vehicles, boats, motorcycles, trailers, etc.
- d. Jewelry, antiques, artwork or other personal property of value

## Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

**To be considered complete, this application must:** 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

<b>PART 1: PERSONAL INFORMATION</b> — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
<b>PART 2: REAL ESTATE INFORMATION</b>				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
<b>PART 3: ADDITIONAL PROPERTY INFORMATION</b>				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

**PART 4: EMPLOYMENT INFORMATION** — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

**PART 5: INCOME SOURCES**

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

**PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION**

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

**PART 7: LIFE INSURANCE** — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

**PART 8: MOTOR VEHICLE INFORMATION**

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

<b>PART 9: HOUSEHOLD OCCUPANTS</b> — List all persons living in the household.				
First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

<b>PART 10: PERSONAL DEBT</b> — List all personal debt for all household members.					
Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

<b>PART 11: MONTHLY EXPENSE INFORMATION</b>			
The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.			
Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

**NOTICE:** Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

**PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT**

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

**PART 12: CERTIFICATION**

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date
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**This application shall be filed after January 1, but before the day prior to the last day of the local unit’s December Board of Review.**

**Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.**

Michigan Tax Tribunal  
 PO Box 30232  
 Lansing MI 48909  
  
 Phone: 517-335-9760  
 E-mail: [taxtrib@michigan.gov](mailto:taxtrib@michigan.gov)

**CITY OF DEARBORN HEIGHTS**  
**2022 POVERTY ADDITIONAL QUESTIONS**

1. Purchase Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Was this property a gift? \_\_\_\_\_ Yes or \_\_\_\_\_ No

If purchased within the last 5 years, include mortgage application or documentation used to qualify for loan.

2. If **no** mortgage, explain why funds were not set aside for taxes.

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3. Describe any non-essential improvements, changes or additions made to the property in the last 2 years including approximate costs. Essential means anything that was done which affects the safety or health of the household or was done in response to City code violations. Please include only non-essential changes in this section.

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4. Are you (and your spouse) the sole owners of the property? If not, who else is an owner? All owner(s) who do not live in the property must also complete the Income and Status Sheet for an Owner Who Does Not Live in the Home. Submit one form for each additional owner. A copy is included with this application.

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5. Are the taxes paid up to date? \_\_\_\_\_ Yes or \_\_\_\_\_ No

6. Have you applied for a poverty exemption before? \_\_\_\_\_ Yes or \_\_\_\_\_ No

7. If your expenses are greater than your income please provide a written explanation of how the imbalance will be corrected.

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8. Is there a substantial difference between last year's income and this year's? If so, please explain what happened and what you expect your income to be this year.

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9. If a member of the household age 18 or older does not contribute to the household income, provide a written explanation.

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## INCOME AND STATUS SHEET FOR OWNER WHO DOES NOT OCCUPY THE HOME

(Attach an additional form for each owner who does not live in the home)

1. Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Employed:

Full time: \_\_\_ Yes or \_\_\_ No

Disabled:

Number of years: \_\_\_\_\_

Occupation: \_\_\_\_\_ Describe: \_\_\_\_\_

Employer: \_\_\_\_\_ (Attach supporting documents)

Income per month \_\_\_\_\_ Qualify for benefits? \_\_\_ Yes or \_\_\_ No

\_\_\_ Gross or \_\_\_ Net (Attach document or an explanation why you do not qualify)

2. If not employed full-time and not disabled, explain why:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Report income from all sources:

MONTHLY

YEARLY

	MONTHLY	YEARLY
Wages, salaries, tips, sick, strike, sub-pay, etc:		
All interest and dividends including non-taxable:		
Net rent, business or royalty:		
Retirement pension/annuity:		
Capital gains less capital losses:		
Alimony and Child Support:		
Social Security, SSI or Railroad Retirement:		
Worker's Compensation, Veteran's Disability:		
DHS Payments:		
Food Stamps/Bridge Card:		
Other Taxable and/or Nontaxable Income:		
<b>TOTAL INCOME:</b>		

4. Total income last year \$ \_\_\_\_\_

5. OTHER ASSETS: (Attach bank statements and/or other verification)

Savings Account, Certificates, or Money Markets:	
Checking Account:	
Stocks/ Bonds/ Treasury:	
Investments:	
IRA, Annuities, Deferred Compensation etc.:	
Investment property (gems, antique cars, coin collection, etc):	

6.

Vehicles, cars, trucks, boats, etc:	#1	#2	#3
Make, Year & Model:			
Value:			
Balance owed:			
Monthly Payment:			

**AUTHORIZATION TO VERIFY  
POVERTY APPLICATION DATA & TO INSPECT PROPERTY  
(2022 application)**

**PLEASE READ CAREFULLY:**

Parcel Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

I/We, \_\_\_\_\_, am unable to pay the full property taxes on my/our property and hereby make application for property tax relief in accordance with Section 211.7(u)MCL. I/We have read this application and the Poverty Exemption Guidelines and I/We fully understand the contents thereof. I/We declare that the statements made herein are complete, true, and correct to the best of my/our knowledge. I/We further understand that if any information contained herein is found to be false or incomplete, or if the property is sold within the year, any and all relief granted by this application will be forfeited and placed back on the assessment roll with penalties and interest occurring on the additional tax liability.

I/We also authorize a representative of the City of Dearborn Heights Assessing Staff to physically inspect my/our property at some point during the course of this year to ensure accuracy of the property appraisal record card.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SPOUSE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OTHER OWNERS: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**WAIVER OF CONFIDENTIALITY**

Parcel Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

I/we, \_\_\_\_\_, hereby consent to the examination of copies of my tax returns and related financial documents, including but not limited to those listed below, by the City of Dearborn Heights Assessor and/or her designated agent and by the members of the Dearborn Heights Board of Review:

- Federal Income Tax Returns
- Michigan Income Tax Returns
- General Homestead Property Tax Claim Form
- Statements from Social Security Administration

Furthermore, I consent to the discussion of the information contained in my tax returns and related financial documents at a duly convened public meeting of the City of Dearborn Heights Board of Review. By signing this Waiver of Confidentiality, I understand and acknowledge that I am forever giving up any and all possible claims I may have relative to the disclosure of information contained in said tax returns and related financial documents, which claims may arise pursuant to Internal Revenue Code Section 6103, and/or any other Federal, State or local statute or regulation.

I have read this document in its entirety and sign this document of my own free will.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; 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



## Poverty Exemption Checklist

Below is a checklist of items needed for the Board of Review to make an accurate decision about your application for a poverty exemption. Please provide **copies** as documents are unable to be returned once submitted. The Assessing Office will **not** make copies of documents.

- Completed application for Poverty Exemption including signed waiver forms as applicable
- Current State & Federal Income Tax Returns for each owner/occupant in the home 18 years or older; including Homestead Credit and Home Heating Credit
- Most recent 3 months of Bank Statements for all accounts of each owner/occupant in the home over the age of 18
- Documentation for all income sources including, but not limited to, credits, claims, Social Security income, child support, alimony income, bridge cards, student loans, scholarships, grants, cash advances from credit cards and all other income sources
- Copy of Driver's License (front & back) for property owners
- If applicable, copy of documents submitted to qualify for a mortgage if home was purchased in the last five years
- If applicable, a written explanation of why any person(s) in the home 18 or over is not contributing to the income and expenses of the property
- If applicable, most recent mortgage/home loan statements
- If applicable, written explanations as may be required by the application
- If applicable, Income and Status Sheet for any owner(s) that do not reside in the home.