

CITY OF PETERSBURG
APPLICATION FOR
HARDSHIP EXEMPTION FROM TAXES
Assessment Year: 2026

IMPORTANT: To be eligible, a person shall do all the following on an **ANNUAL** basis:

- Be an owner of and occupy as a principal residence the property for which an exemption is requested. The exemption does not apply to property owned by a corporation.
- File a claim with the Mayor, Assessor or Board of Review, accompanied by federal and state tax returns for all persons residing in the principal residence filed in the immediately preceding year or current year or a signed State Tax Commission Form 4988: Poverty Exemption Affidavit.
- File a claim reporting that the combined assets of all persons do not exceed the current asset guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- Produce a valid driver's license or other form of identification if requested.
- Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is being requested.
- Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.

The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

Definition of Income

The Bureau of the Census defines income to include the following:

- 1) Money wages and salaries before any deductions.
- 2) Net receipts from nonfarm self-employment. These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses
- 3) Net receipts from farm self-employment. These are receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses.
- 4) Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, workers' compensation, veterans' payments, public assistance (including Aid to Families with Dependent Children, Supplemental Security Income, Emergency Assistance money payments, and non-Federally-funded General Assistance or General Relief money payments).
- 5) Alimony, child support, and military family allotments or other regular support from an absent family member or someone not living in the household.
- 6) Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments.
- 7) College or university scholarships, grants, fellowships, and assistantships.
- 8) Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

Income does not include the following:

- 1) Money received from the sale of property such as stocks, bonds, a house, or a car unless a person is in the business of selling such property.
- 2) Withdrawals of bank deposits and borrowed money.
- 3) Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments.
- 4) Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- 5) Federal noncash benefit programs such as Medicare, Medicaid, food stamps, school lunches.

Application and Affirmation 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 where the property is located in each year on or after January 1 but before the day prior to the last day of the board of review. Poverty Exemptions may be heard by the Board of Review during its March, July, and December sessions.

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.

PART 1: PERSONAL INFORMATION — 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
PART 2: REAL ESTATE INFORMATION				
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 Identification Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)				
<input type="checkbox"/> I own the property in which the exemption is being claimed.				
<input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.				
PART 4: ADDITIONAL PROPERTY INFORMATION				
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

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PART 10: HOUSEHOLD OCCUPANTS — List all persons living in the household.				
First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 11: PERSONAL DEBT — List all personal debt for all household members.					
Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 12: MONTHLY EXPENSE INFORMATION			
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)	

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 ASSET DISCLOSURE LIST:

ASSET DISCLOSURE CHECKLIST:

IMPORTANT: Under city-adopted poverty exemption guidelines, **total assets may not exceed \$15,650** for the entire household. Applicants must disclose **all non-essential personal and real property** with resale value that may be considered toward this limit.

Do **not** list items necessary for basic living needs or required for employment.

Applicant Information

Name: _____

Property Address: _____

Tax Year: _____

DISCLOSURE OF ASSETS

Real property or buildings other than principal residence:

☐ Second home

☐ Buildings

☐ Land

Description & Estimated Resale Value:

_____ \$ _____
_____ \$ _____

Jewelry & Precious Items

☐ Jewelry (rings, watches, necklaces, etc.)

☐ Precious metals or bullion

☐ Loose gemstones or diamonds

Description & Estimated Resale Value:

_____ \$ _____
_____ \$ _____

Artwork, Firearms & Collectibles

☐ Artwork or sculptures

☐ Antiques or heirlooms

☐ Coins, currency, or collectible items

TOTAL ESTIMATED PERSONAL PROPERTY VALUE

\$ _____
(Must not exceed \$15,650)

Recent Transfers

Have you sold, transferred, or given away personal property within the past _____ months?

☐ Yes ☐ No

If yes, list item(s): _____

Certification

I certify under penalty of perjury that the above information is true, complete, and accurate. I understand that failure to disclose assets may result in denial or revocation of a poverty exemption.

Applicant Signature: _____

Date: _____

City Use Only

☐ Total assets \leq \$15,650

☐ Exceeds limit

Notes: _____

MCL 211.7u Poverty Exemption

Taxpayer Fact Sheet

MCL 211.7u provides for a property tax exemption, in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charges. For the purposes of the poverty exemption, the term "principal residence" has the same meaning as the term's principal residence exemption and qualified agricultural property as defined in MCL 211.7dd. The exemption does not apply to property owned by a corporation.

How To Apply For The Poverty Exemption

To request a poverty exemption, a taxpayer must file:

1. Form 5737 Application and Affirmation for MCL 211.7u Poverty Exemption
2. All required additional documentation (such as federal/state income tax returns)

Form 5737, along with any additional documentation, must be filed with the local assessing unit where the property is located. **Do not file this form with the Department of Treasury or the State Tax Commission.** The form may be submitted to the local assessing unit on or after January 1 but before the day prior to the last day of the December Board of Review during the year in which the exemption is requested. Taxpayers should contact the local assessing unit directly to verify submission deadlines to ensure that their application is reviewed by a Board of Review during that calendar year.

In addition to filing Form 5737 and any supporting documentation, a taxpayer must do all of the following to be eligible for the poverty exemption:

1. Own and occupy the property as a principal residence.
2. Provide federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons **residing in the principal residence** (disclosure of the income of an owner who is not residing in the principal residence is not required). 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. Instead, Form 4988, *Poverty Exemption Affidavit* may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year.
3. Produce a valid driver's license or other form of identification, if requested.
4. Produce a deed, land contract, or other evidence of ownership of the property, if requested.
5. 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 or alternative guidelines adopted by the local assessing unit. The

DO NOT WRITE ON THIS PAGE

BOARD OF REVIEW USE ONLY

WORKSHEET:

\$ _____ TOTAL ANNUAL INCOME OF ALL HOUSEHOLD MEMBERS

\$ _____ SAVINGS, CHECKING AND INVESTMENT ASSETS

_____ NUMBER OF PERSONS LIVING IN HOUSEHOLD

_____ NUMBER OF VEHICLES IN HOUSEHOLD

_____ NUMBER OF RECREATIONAL VEHICLES

SEV: \$ _____ TAXABLE VALUE: \$ _____

DISPOSITION BY BOARD OF REVIEW

MCL 211.7u(5) states that if a person claiming the poverty exemption meets all eligibility requirements, the Board of Review shall grant the poverty exemption, in whole or in part, as follows: 1. A full exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted; or 2. A partial exemption equal to a 75% reduction in taxable value for the year in which the exemption is granted; 3. A partial exemption equal to a 50% reduction in taxable value for the year in which the exemption is granted; or 4. A partial exemption equal to a 25% reduction in taxable value for the year in which the exemption is granted.

The Board of Review shall follow the policies and guidelines of the local assessing unit when granting or denying a poverty exemption. The same standards shall apply to each claimant in the unit for the assessment year.

Property Identification No. _____

_____ Denied _____ Approved

Taxable Value reduced from \$ _____ to \$ _____ (100% / 75% / 50% / 25%)

_____ BOR Chairperson; _____ BOR Second Member; _____ BOR Third Member

Date: _____ Signature (Board of Review Secretary) _____