

## Crystal Falls Township Poverty Exemption Application Instructions

Residents of Crystal Falls township (CFT) who own a [principal residence](#) can apply for a full or partial poverty exemption for relief from real estate taxes. Guidelines for the application include (but are not limited to) the specific income and asset levels of the claimant and all persons residing in the household.

Instructions to apply are included below, required forms and additional information are available via imbedded links (click the colored/underlined text); at the CFT website; and also at the State of Michigan website: [https://www.michigan.gov/treasury/0,4679,7-121-1751\\_2228-550085--,00.html](https://www.michigan.gov/treasury/0,4679,7-121-1751_2228-550085--,00.html)

Once completed the full application packet can be submitted to the township assessor who will present it at the next available Board of Review. The board of review meetings occur in July, March and December each year. Contact the assessor for specific dates, contact information is included at the end of this notice.

To be eligible for an exemption under this section, a person must do all of the following on an annual basis:

- 1) Own and occupy as a principal residence the property for which an exemption is requested. The person shall affirm this ownership and occupancy status in writing by filing [Form 5739](#)
- 2) Complete and submit [Form 5737](#), accompanied by 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. 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, [Form 4988](#) may be accepted in place of the federal or state income tax return, and
- 3) Produce a copy of a valid driver license or other form of identification, and
- 4) Produce a copy of a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, and
- 5) Meet the [federal poverty income guidelines](#) as adopted in the year prior to the year of application, as defined and determined annually by the United States Office of Management and Budget. Go to <https://www.federalregister.gov/documents/search> and search for **Annual Update of the HHS Poverty Guidelines**.
- 6) Meet additional eligibility requirements as determined by the township board, including Maximum Asset Standards as set forth in attached Exhibit A, and
- 7) If a person meets all eligibility requirements in statute, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value OR a partial exemption equal to a 25% or 50% reduction in taxable value OR any other percentage reduction in taxable value approved by the State Tax Commission.

1. The Board of Review may request from the applicant any supporting documents that may be utilized in determining a property poverty exemption request; and

2. The completed property poverty exemption application must be filed after January 1, but one ( 1) day prior to the last day of the Board of Review in the year for which the exemption is sought.

**EXHIBIT A**

**Maximum Asset Standards (Adopted 4/13/21)**

To be eligible for a poverty exemption, the applicant and all persons residing in the principal residence/ homestead (combined) must not have assets that exceed these Maximum Asset Standards, excluding the principal residence, one vehicle, and monies received pursuant to MCL 206. 520 (homestead property tax credit).

Assets include, but are not limited to: Real estate other than the principal residence; motor vehicles (beyond 1 per household as noted above); recreational vehicles and equipment, jewelry, antiques, artworks, certificates of deposits, saving and checking accounts, stocks, bonds, life insurance, retirement funds, gifts, loans, lump-sum inheritances, etc.

The Maximum Asset Standards are as follows:

Number of persons Residing in the Principal Residence.	Maximum total Assets
1 person	\$25,000
2 persons	\$31,000
3 persons	\$37,500
4 persons	\$43,750
5 persons	\$50,000
6 persons	\$56,250
7 persons	\$62,500
8 persons	\$68,750
9 or more persons	\$75,000

For questions pertaining to the poverty exemption application contact the Assessor at 906-875-3062 Ext 7 or email at [assessor@crystalfallstownship.org](mailto:assessor@crystalfallstownship.org)