

INSTRUCTIONS FOR POVERTY EXEMPTION CITY OF GRAND RAPIDS

The application for Poverty Exemption is under the authority of Michigan State Statute, MCL 211.7u and Grand Rapids City Commission Policy 700-07. To be considered for a poverty exemption, the following information **must be** provided:

1. **Thoroughly complete ALL sections of the POVERTY EXEMPTION APPLICATION.**
2. Submit a completed and signed copy of the following:
 - 2020 Michigan Homestead Property Tax Credit Claim (MI 1040 CR).
 - 2020 Michigan Income Tax Return.
 - 2020 Federal Income Tax Return (1040)
 - 2020 Federal Income Tax Return (1040) for all other occupants of your household.
 - 2020 City Income Tax Return.
 - State of Michigan Form 4988, if you are not required to file State or Federal income tax.
3. Submit income verification for yourself and all persons in the household including dependents. This includes, but is not limited to, all of the following: Social Security income, disability income, cash assistance, documentation of rental income, child support, alimony, food assistance and all other sources of income.
4. **All occupants** of the household aged 16 years of age and older, must provide income verification from all sources. Household is defined as, "A number of related or unrelated persons who live in one housing unit." A single person, a couple, or more than one family living in a single housing unit may make up a household."
5. Submit a copy of the deed, land contract or other proof of ownership.
6. Submit a copy of your driver's license or state ID for yourself and all persons in the household, 16 years of age or older.
7. Assets (this includes but, is not limited to vehicles, furniture, appliances, bank/credit union accounts, retirement/401K/IRA, stocks/bonds and all other assets).
8. The application must be legible. If you need to provide additional information, please attach a separate sheet.
9. Do not submit originals of supporting documentation as these are kept for records of the Board of Review.
10. If the application is incomplete, or if you fail to include the required documents, the exemption may be denied by the Board of Review.
11. This exemption does not apply to previous years.

You may apply only once per current calendar year. This exemption does not apply to previous years.

For consideration of the poverty exemption before the March Board of Review, please submit application and supporting documents **prior to March 5, 2021**. This meeting is scheduled March 3 through March 19, 2021.

If you would like your 2021 application to be considered on July 20, 2021 by the July Board of Review, please submit the application **no later than July 6, 2021**.

If you would like your 2021 application to be considered on December 14, 2021, please submit the application **no later than December 1, 2021**. This is the final opportunity to submit an appeal for 2021.