

CHARTER TOWNSHIP OF YPSILANTI
PROPERTY TAX REDUCTION APPLICATION INSTRUCTIONS/GUIDELINES
Per MCL 211.7u as Amended

To be considered for a poverty exemption, the following information must be provided:

1. A Complete and Legible Application. All sections of the Application must be completed. An incomplete Application will delay the process and possibly result in a Denial.
2. Please do not write in the margins of the application.
3. Please be sure to sign the Application on page 6. An application without a signature will not be taken to the Board for consideration.
4. A completed and signed copy of each of the following must be submitted:
 - Your most recent Michigan Homestead Property Tax Credit Claim (MI 1040 CR)
 - Your most recent Federal Income Tax Return (1040), if you are required to file federal income tax.
 - The Most Recent Federal Income Tax Return (1040) for all other occupants of your home.

Please do not submit original tax returns or supporting documentation, as we must keep all documents submitted.

5. If an occupant of your home is not employed but has income from another source, you must include the income in “Annual Household Income” on page 2 of your application.
6. If you completed the section on page 4 of the application indicating you have had a major or unusual out-of-pocket expenses, you must provide copies of documents verifying these expenses. This does not include everyday living expenses.
7. Please utilize page 5 to explain any additional information that you would like the Board to consider not specifically requested within the application.