CITY OF MARSHALL GUIDELINES FOR APPLICANTS REQUESTING CONSIDERATION FOR 2016 FINANCIAL HARDSHIP EXEMPTIONS

1. All applicants must obtain and fill out the attached application accompanied by federal and state income tax returns for all persons residing in the principal residence, including any Michigan Income Tax Credits (i.e. Homestead Property Tax Credits, Senior Citizen Prescription Drug Credits and Home Heating Credits). It must be given to the local Assessor no later than:

5:00 PM Wednesday - March 16, 2016 for action by the March Board of Review ***or***
9:00 AM Tuesday - July 20, 2016 for action by the July Board of Review ***or***
9:00 AM Tuesday - December 13, 2016 for action by the December Board of Review

2. Applicants must own and occupy the homestead property for which the exemption is requested.

3. Applicants cannot be considered for exemption if their total household gross income is 100% of the federal guidelines. The income will be based on the completed previous year's Federal Income Tax Return and Michigan State Income Tax Return. Household income limits are updated each year, using the poverty thresholds established by the *U.S. Office of Management and Budget.*

Family Size	***Annual Household Income***	***Monthly Household Income***
A family of one (1) shall make no more than	11,770	980
A family of two (2) shall make no more than	15,930	1,327
A family of three (3) shall make no more than	20,090	1,674
A family of four (4) shall make no more than	24,250	2,020
A family of five (5) shall make no more than	28,410	2,367
A family of six (6) shall make no more than	32,570	2,714
A family of seven (7) shall make no more than	36,730	3,060
A family of eight (8) shall make no more than	40,890	3,407
For each additional person add	4,160	346

4. Cash assets for the total household may not exceed an amount equal to one month's gross household income. Non-cash assets for the total household may not exceed 100% the federal guidelines. The following assets are excluded from this limit:

- ☐ Applicant's homestead property
- ☐ Applicant's household personal property
- ☐ One vehicle used for personal transportation and titled to a member of the household
- ☐ Applicant's interest in Indian trusts lands
- ☐ Assets not accessible by the applicant, co-owner or any member of the applicant's household

5. All applicants, if approved by the Board of Review, will pay taxes equal to 3.5% of their total household gross income. Applicants over 65, paraplegic, quadriplegic, hemiplegic, or totally and permanently disabled as defined under Social Security Guidelines 42 USC 416, will pay taxes equal to the following percentages:

Total household gross income less than $3,000	0%
Total household gross income $3,001 to $4,000	1.0%
Total household gross income $4,001 to $5,000	2.0%
Total household gross income $5,001 to $6,000	3.0%
Total household gross income greater than $6,000	3.5%

6. **Applications must be filed every year. If granted, exemptions are in effect for one year only**.

7. Applicants must produce a driver's license or other acceptable identification if asked by the Board of Review. Applicants must also produce a deed, land contract or other proof of property ownership if asked by the Board of Review.

8. The Board of Review will review applications. The Board may ask applicants or their authorized agents to be physically present to answer questions.

9. Applicants or their authorized agents may have to answer questions regarding such subjects as financial affairs, health and/or the status of people living in their home at a meeting that is open to the public.

10. All applications will be evaluated based on data and statements given to the Board by the applicant. The Board can also use information gathered from any other source.

11. The Board of Review shall follow the policy and guidelines established by the ***City Council of the City of Marshall*** granting or denying an exemption.

12. The Board of Review may deviate from the guidelines if it determines there are substantial and compelling reasons. Compelling reasons include, but are not limited to, excessive medical expenses or excessive expenses necessary for the care of elderly or handicapped persons. Reasons will be communicated, in writing, to the applicant.

13. Applicants may be subject to investigation of their entire financial and property records by the City. This would be done to verify information given or statements made to the Board of Review or Assessor in regard to their poverty tax claim.

14. Applicants will be sent a written notice of the Board's final decision. An applicant may appeal the Board's decision to the Michigan Tax Tribunal. An assessor may also appeal the Board's decision.