

POVERTY EXEMPTION CHECKLIST

With this completed application you must submit copies of the following applicable documents from the previous year if applying at the March Board of Review or current year if applying at the July or December Board of Review for you and **every member of the household** (not including minors).

- Federal, State and City Income Tax Returns – 1040 or 1040A and any schedules
- All W-2 and 1099 Forms
- Michigan Homestead Property Tax Credit Claim MI-1040CR & Home Heating Credit
- Social Security Benefit Statement Form SSA-1099
- DSS Year End Total Payments Report
- Statement from Friend of the court
- Copy of Driver's License or State ID (front and back)
- Three (3) Recent Bank Statements, Retirement Accounts etc.
- Food Assistance Letter with Monthly Amount
- Student Loan/Scholarship letters
- Bills related to monthly expenses (Include medical and auto)
- Most recent mortgage/home loan statements
- A copy of a deed, land contract or other evidence of ownership
- If applicable, a written explanation of why any person(s) in the home 18 or over is not contributing to the income and expenses of the property.