



## INSTRUCTIONS FOR THE PROPERTY TAX EXEMPTION APPLICATION

All parties wishing to appeal the assessed and taxable valuations of their property on the basis of financial need must complete the Property Tax Exemption Application. Complete the application and return to this office along with all requested documents before 4:30 p.m. on one of the following dates in order for your application to be reviewed by either the July or December Board of Review.

**July 16, 2010**

**December 10, 2010**

This appeal is for real property taxes only and does ***NOT*** include special assessments. It is a one year exemption. A new application must be re-submitted each year.

Copies of Federal and State Tax Returns for ***ALL*** persons residing in the homestead, including any property tax credit returns, filed in 2010 ***MUST*** be submitted to the Board of Review. If you do not file income tax returns, other proof of income will be required. ***Failure to supply copies of tax returns or other proof of income will most likely result in denial of the exemption.*** All of these forms will be retained by the Board of Review and will become part of the Board of Review records. They will not be filed with the general assessment records following the close of Board of Review, but will be filed separately.

It is imperative that all exemption applications be signed before submission. If you need assistance in making copies, we will be glad to help you.

Enclosed for your information is a copy of the exemption standards that will be used to determine eligibility. The Township Board adopted these guidelines at the December 2009 meeting.

If you have any questions please call the Assessing Department at (248) 846-6530.

Assessing Department  
Charter Township of Springfield