

**COHOCTAH TOWNSHIP - 2025**  
**Hardship Exemption Procedures and Guidelines**

1. To be eligible, a person shall do all the following on an annual basis:
  - a) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
  - b) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
  - c) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
  - d) Produce a valid driver's license or other form of identification.
  - e) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
  - f) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
  - g) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.
2. The applicant must appear in person or by an agent who is authorized to do so in writing in a witnessed and notarized statement by the property owner. The filing of the claim constitutes an appearance before the Board of Review for the purpose of preserving the claimant's right to appeal the decision of the Board of Review to the Michigan Tax Tribunal regarding the claim.
3. In the event a household member over 18 years of age is earning income but not contributing to your Support or household income, a written explanation as to why is required.
4. The applicant and all household members' assets shall not exceed the following limits:
  - Limit on Cash Balances: \$2,500 (checking/savings). All bank statements must be submitted with application.
  - 1 personal vehicle is exempt from overall asset value limit
  - Primary Residence is excluded, however, excess land over 5 acres will count toward overall asset limit.
  - Annual dividend income (taxable & non-taxable) must be less than \$1,000
  - Overall Asset Value Limit: \$20,000
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Assets will include, but are not limited to the following: Real estate holdings (other than the principal residence), in excess of one car per household, pleasure boats, motor homes, bank accounts.

5. Total household income levels may not be set lower than the federal poverty income standards. The federal poverty income standards for setting poverty exemption guidelines for 2021 assessments are as follows:

| <u>Size of Family Unit</u>      | <u>Poverty Guidelines</u> |
|---------------------------------|---------------------------|
| 1 Person                        | \$15,060                  |
| 2 Persons                       | \$20,440                  |
| 3 Persons                       | \$25,820                  |
| 4 Persons                       | \$31,200                  |
| 5 Persons                       | \$36,580                  |
| 6 Persons                       | \$41,960                  |
| 7 Persons                       | \$47,340                  |
| 8 Persons                       | \$52,720                  |
| For each additional person, add | \$5,380                   |

Each year thereafter the levels shall be adjusted the poverty guidelines as issued annually by the State Tax Commission for the appropriate assessment year.

- 6) A hardship is not eligible for an exemption when property taxes do not exceed the combined sum of 3.5% of the adjusted income and Homestead Property Tax Credit.
- 7) A hardship exemption is not qualified when the hardship is created because the applicant is a Full or part-time student.