

APPROVED CHECKLIST

Laketon Township Property Tax MCL 211.7u Poverty Exemption Application Checklist

Bring this list back with the completed application. Staff will go through your information with you and complete this checklist to verify all required information/documentation is included with your application. **We will block out any account numbers or social security numbers on the above items for your safety when making copies.**

____ Affirmation of Ownership/Occupancy (State Form 5739)

____ Application for MCL 211.7u Poverty Exemption (State Form 5737)

Part 1 & Part 9: Personal Information:

____ Photo Identification for all adults in household, an adult is anyone age 18 or older.

____ Birth Certificates, adoption or guardianship paperwork for all children in the household.

Part 2: Real Estate Information:

____ Proof of Ownership (Deed, land contract etc) for the property.

Part 3: Additional Property Information:

____ Ownership documentation for any additional real property owned or buying

Part 4 & 5: Employment Information & Income Sources— for ALL ADULTS in the household:

____ Most recent Federal Income Tax return for year ____ or have signed Affidavit

____ Most recent State Income Tax return for year ____ or have signed Affidavit

____ IF you do not have Federal/State income tax returns – Proof of Income pay stubs, W-2's, 1099's, etc

____ Most recent Homestead Property Tax Credit for year ____

____ Most recent Home Heating Credit for year ____

____ Copies of any Federal/State Aid received: Please specify: _____

____ Copies of any other income sources: Please specify: _____

Parts 6, 7, & 8: Asset Information:

____ Copies of all financial statements from bank accounts, cd's, mutual funds, etc.

____ Copies of any/all Life Insurance Policies

____ Motor Vehicle and Recreational Vehicle ownership documentation

____ Any Other assets: Please specify: _____

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Part 10 & 11: Personal Debt & Monthly Expense Information:

_____ Copy of most recent mortgage statement (show payment amount & balance due)

_____ Copies of most recent loan statements (show minimum payment amount & balance due)

_____ Copies of most recent credit card statements for any credit cards with balances owing

Copies of most recent bills: electric bill _____ gas bill _____ water bill _____ sewer bill _____

Phone bill _____ cable TV _____ car/home insurance _____ health insurance _____ garbage bill _____

Other(s): Please specify: _____

Office Use Only:

Checklist completed by: _____ On _____