Michigan Department of Treasury
2368 (Rev. 04-13)

Principal Residence Exemption (PRE) Affidavit

Issued under authority of Public Act 206 of 1893.

Read the instructions page before completing the form. Completion of this Affidavit constitutes a claim for a Principal Residence Exemption (PRE) when filed with the local assessor of the city or township where the property is located. The deadline to file the Affidavit for taxes levied after December 31, 2011, is June 1 for the summer tax levy and November 1 for the winter tax levy. A *Request to Rescind Principal Residence Exemption (PRE)* (Form 2602) or a *Conditional Rescission of Principal Residence Exemption (PRE)* (Form 4640) must be filed with the local assessor for any previous claims. This form is not valid unless certified by the assessor. Do not submit this form if the property is not occupied by the owner as a principal residence.

Type or print in blue or black ink. Use a separate form for each property tax identification number.

PART 1: PROPERTY INFORMATION

▸ **1.** Property Tax Identification Number		▸ **2.** ZIP Code
▸ **3.** Street Address of Property	4. Name of Township or Village ☐ Township ☐ City	5. County

6. Date the property in line 1, above, became your principal residence ..... ▸ **6.** _____ Month Day Year

The property in line 1 above is my: ▸ **6a.** ☐ Principal residence

▸ **6b.** ☐ Unoccupied adjoining or contiguous property that is classified residential or timber-cutover.

▸ **7.** Name of Owner (First, Middle, Last)	▸ **8.** Owner's Social Security Number
▸ **9.** Name of Co-Owner (First, Middle, Last)	▸ **10.** Co-Owner's Social Security Number

11. Property owner's daytime telephone number ..... 11. _____

12. List the percentage (100% to 1%) of the property that is occupied by the owner claiming the property as a principal residence. If the property has more than one home on it, it is a multi-dwelling, used for purposes other than a principal residence, or partially rented, the owner may claim only a partial exemption. Read the instruction page attached to determine the percentage of the exemption the owner is allowed to claim in these situations. ..... ▸ **12.** _____ %

13. Have you claimed a principal residence exemption for another Michigan principal residence? ..... 13. ☐ Yes ☐ No

14. If yes, have you rescinded that principal residence exemption? ..... 14. ☐ Yes ☐ No

15. Do you or your spouse claim a similar exemption, credit or deduction on property located in another state? ..... 15. ☐ Yes ☐ No

16. Have you or your spouse filed a tax return as a non-resident of Michigan or resident of another state? ..... 16. ☐ Yes ☐ No

PART 2: CERTIFICATION

Certification: *I certify under penalty of perjury the information contained on this document is true and correct to the best of my knowledge.*

17. Owner's Signature	Date	17a. Co-Owner's Signature	Date
17b. Mailing Address, if Different than Property Address Above			
18. Closing Agent or Preparer's Name and Mailing Address			

LOCAL GOVERNMENT USE ONLY (do not write below this line)

19. Was an exemption in place prior to this affidavit being filed? ..... 19. _____

20. What is the first year this exemption will be posted to the tax rolls? ..... ▸ **20.** _____

21. PRE applied with Summer Levy? ..... 21. ☐ Yes ☐ No

22. PRE applied with Winter Levy? ..... 22. ☐ Yes ☐ No

23. Indicate property classification ..... 23. _____

Did the Assessor Approve or Deny the Affidavit? ☐ Approved ☐ Denied (Attach a copy of the Local Unit Denial)	What is the year the Affidavit will be posted to the tax roll?

Certification: *I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.*

Assessor's Signature	Date Certified by Assessor (MM/DD/YYYY)

Instructions for Form 2368
Principal Residence Exemption (PRE) Affidavit

If you own and occupy your principal residence, it may be exempt from a portion of your local school operating taxes. To claim an exemption, complete this Affidavit and file it with your township or city by June 1 or November 1 of the year of the claim. Failure to complete an Affidavit (including the refusal to provide a social security number) may be a cause to deny the claim for an exemption.

A valid affidavit filed by June 1 allows an owner to receive an exemption on the current year summer and winter tax levy and subsequent levies so long as it remains the owner's principal residence. A valid affidavit filed by November 1 allows an owner to receive an exemption on the current year winter tax levy and subsequent levies so long as it remains the owner's principal residence. *Principal residence* means the dwelling that you occupy as your permanent home and any unoccupied adjoining or contiguous properties that are classified residential or timber-cutover. Do not submit this form if the property is not occupied by the owner as his or her principal residence.

Owners are defined in MCL 211.7dd(a). Only the owner's listed in MCL211.7dd(a) are eligible to claim the exemption. **Renters can not file this form.**

Occupying means this is your principal residence, the place you intend to return to whenever you go away. It should be the address that appears on your **driver's license or voter registration card.** Vacation homes and income property that you do not occupy as your principal residence may not be claimed. You may have only one principal residence at a time, however, you can file a *Conditional Rescission of Principal Residence Exemption (PRE)* (Form 4640) on unsold property that is your previous principal residence under the following conditions: it is for sale, is not occupied, is not leased, and is not used for any business or commercial purpose.

RESCINDING YOUR EXEMPTION

Within 90 days of when you no longer own or occupy the property as a principal residence, you must complete and file a *Request to Rescind Principal Residence Exemption (PRE)* (Form 2602) or file Form 4640, as noted above, with your township or city assessor. Failure to do so may subject you to additional tax plus penalties and interest as determined under the General Property Tax Act.

INTEREST AND PENALTY

If it is determined that you claimed property that is not your principal residence, you may be subject to the additional tax plus penalty and interest as determined under the General Property Tax Act.

PART 1: PROPERTY INFORMATION

Submit a separate affidavit for each property tax identification number being claimed.

It is important that your property tax identification number is entered accurately. This ensures that your property is identified properly and that your township or city can accurately adjust your property taxes. You can find this number on your tax bill and on your property tax assessment notice. If you cannot find this number, call your township or city assessor.

NOTE: Do not include information for a co-owner who does not occupy the property as a principal residence.

The request for the Social Security number is authorized under Section 42 USC 405 (c) (2) (C) (i). It is used by the Department of Treasury to verify tax exemption claims and to deter fraudulent filings. Any use of the number by closing agents or local units of government is illegal and subject to penalty.

Line 12: If you own and occupy the entire property as a principal residence, you may claim a 100 percent exemption. If you own and live in a multi-unit or multi-purpose property (e.g., a duplex or apartment building, or a storefront with an upstairs flat), you can only claim a partial exemption based on that portion that you use as a principal residence. Calculate your portion by dividing the floor area of your principal residence by the floor area of the entire building. A percentage must be provided.

If the parcel of property you are claiming has more than one home on it, you must determine the percentage that you own and occupy as your principal residence. A second residence on the same property (e.g., a mobile home or second house) is not part of your principal residence, even if it is not rented to another person. Your local assessor can tell you the assessed value of each residence to help you determine the percentage that is your principal residence.

If you rent part of your home to another person, you may have to prorate your exemption. If your home is a single-family dwelling and less than 50 percent of your home is rented to others who use it as a residence, you may claim a 100 percent exemption. If 50 percent or more is rented to others who use it as a residence or if part of the home was converted to an apartment with a separate entrance, you must calculate the percentage that is your principal residence by dividing the floor area of your principal residence by the floor area of the entire building.

PART 2: CERTIFICATION

Sign and date the form. Enter your mailing address if it is different from the address under Part 1.

MAILING INFORMATION

Mail your completed form to the township or city assessor where the property is located. This address may be on your most recent tax bill or assessment notice. DO NOT send this form directly to the Department of Treasury.

If you have any questions, visit **www.michigan.gov/PRE** or call (517) 373-1950.