

Request to Rescind Homeowner's Principal Residence Exemption

Issued under authority of Public Act 267 of 1994.

This form must be filed with the assessor for the city or township where the property is located.

Print or type in blue or black ink. Use a separate form for each property number.

Property Information			
▶ 1. Property Tax Identification Number		▶ 2. ZIP Code	
▶ 3. Street Address of Property	4. Name of Township or City <input type="checkbox"/> Township <input type="checkbox"/> City	5. County	
▶ 6. Name of Owner (First, Middle, Last)		▶ 7. Owner's Social Security Number	
▶ 8. Name of Co-Owner (First, Middle, Last)		▶ 9. Co-Owner's Social Security Number	

10. Property owner's daytime phone number _____.

11. I am rescinding this property because (check appropriate box(es) below):	
a. I am no longer the owner of the property.	11a. <input type="checkbox"/>
b. I own the property, but I no longer occupy the property as my principal residence.	11b. <input type="checkbox"/>
c. I have converted the property to rental property.	11c. <input type="checkbox"/>
d. I have converted the property to commercial property.	11d. <input type="checkbox"/>
12. If the portion of the property in line 1 that you own and occupy as your principal residence has changed, enter the new percentage here	
	▶ 12. _____ %
13. Effective date of the change listed in either 11 or 12	
	▶ 13. _____ Month Day Year
14. This rescission applies to:	
a. Owner and Co-owner as listed in boxes 6 and 8 above.	14a. <input type="checkbox"/>
b. Owner only, as listed in box 6 above.	14b. <input type="checkbox"/>
c. Co-owner only, as listed in box 8 above.	14c. <input type="checkbox"/>
15a. New Owner's Name	
15b. New Co-Owner's Name	

Certification				
<i>I certify under penalty of perjury the information contained on this document is true and correct to the best of my knowledge.</i>				
16. Owner's Signature		Date	17. Co-Owner's Signature	Date
18. Mailing Address, if Different than Property Address Above				
19. Closing Agent or Preparer's Name and Mailing Address				

Local Government Use Only -- Do Not Write Below This Line	
What is the first year this change will be posted to the tax roll?	▶ 20. _____
Indicate property classification	21. _____

Instructions for Form 2602, Request to Rescind Homeowners Principal Residence Exemption

General Instructions

This form enables people who are selling or converting their home to another use to rescind their exemption. It also enables people to change the percentage that they occupy as their principal residence.

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 Property Tax Act.

Line-by-Line Instructions

Lines not listed here are explained on the form.

Property Information

Line 1. Property is identified with a property tax identification number. This number will be found on your tax bill and on your property tax assessment notice. Enter this number in the space indicated. If you cannot find this number, call your township or city assessor. **Submit a separate Form 2602 for each exemption being rescinded.** Your property number is vital; without it, your township or city cannot adjust your property taxes accurately.

Lines 2-5. Enter the complete property address of the exemption you are rescinding. Check the appropriate box for the city or township. If you live in a village, list the township in which the principal residence is located.

Lines 6-10. Enter the name, Social Security Number(s) and daytime telephone number of the legal owner(s). Do not include information for a co-owner who does not occupy the principal residence.

Note: 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.

Change an Existing Exemption

You are required to rescind a principal residence exemption when you no longer own and occupy the property as your principal residence. The exemption will be removed December 31st of the year you rescind the exemption.

Line 11. Check the box(es) that most accurately reflects reason you are rescinding your exemption.

Line 12. If you own and live in a multiple-unit or multi-purpose property (e.g. a duplex or apartment building, or a storefront with an upstairs flat), you can claim an exemption only for the portion that you use as your principal residence. Calculate your portion by dividing the floor area of your principal residence by the floor area of the entire building.

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 the renters enter through a common door of your living area to get to their rooms, you may claim 100 percent exemption if less than 50 percent of your home is rented to others who use it as a residence. However, 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.

Line 13. Enter the date that the change(s) indicated on lines 11 and 12 above became effective.

Line 14. Select the appropriate box.

Line 15. If this rescision is being done because of a change in ownership, list the new owner and, if applicable, co-owner on the appropriate lines.

Certification

Sign and date the form. Enter your mailing address if it is different from the address on line 3.

Mailing Information

Mail your completed form to the township or city assessor in which 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 our Web site at www.michigan.gov/treasury or call 1-517-636-4320.

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. Filing this Affidavit invalidates any previous PRE the homeowner may have claimed. 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.

Print or type in blue or black ink. Use a separate form for each property number.

PART 1: PROPERTY INFORMATION				
▶ Property Tax Identification Number		Name of City, Township or Village (taxing authority)		
		<input type="checkbox"/> City	<input type="checkbox"/> Township	<input type="checkbox"/> Village
▶ Street Address of Property	▶ City	▶ State	▶ ZIP Code	County
▶ Owner's First, Middle and Last Names		▶ Social Security Number		▶ Telephone Number
▶ Co-Owner's First, Middle and Last Names		▶ Social Security Number		▶ Telephone Number

1. The property above is my ▶ Principal Residence Residential Unoccupied Contiguous or Adjacent Lot
2. Date the property became your principal residence (mm/dd/yyyy) ▶
3. If this parcel has more than one home on it, or if you own and live in one unit of a multiple-unit dwelling (or a multi-purpose property) give the percentage of the entire property that your unit (your principal residence) occupies. Your exemption will be based on this percentage ▶ %
4. Have you claimed a principal residence exemption for another Michigan principal residence? Yes No
5. If yes, have you rescinded that principal residence exemption? Yes No
6. Do you or your spouse claim an exemption, credit or deduction on property located in another state? Yes No
7. Have you or your spouse filed a tax return as a resident of another state? Yes No

PART 2: CERTIFICATION			
Owner's Mailing Address (If different from property address above)	City	State	ZIP Code
Closing Agent or Preparer's First Name		Last Name	
Closing Agent or Preparer's Mailing Address	City	State	ZIP Code
Certification: I certify under penalty of perjury the information contained on this document is true and correct to the best of my knowledge.			
Owner's Signature			Date
Co-Owner's Signature			Date

LOCAL GOVERNMENT USE ONLY (do not write below this line)		
Was an exemption in place prior to this affidavit being filed?	▶ First year exemption to be posted to tax rolls?	Property Classification
<input type="checkbox"/> Yes <input type="checkbox"/> No		

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 May 1 of the year of the claim. Your local assessor will adjust your taxes on your next property tax bill. Note that this is an *exemption* from part of the taxes and does not affect your assessment.

Principal residence means the dwelling that you occupy as your permanent home and any unoccupied adjacent or contiguous properties that are classified residential.

*Own*ing means you hold the legal title to the principal residence or that you are currently buying it on a notarized or recorded land contract. **Renters should not file this form.**

Occupying means this is your principal residence, the place you intend to return to whenever you go away. It may 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

If you claim an exemption and then stop using it as a principal residence, you must notify your township or city assessor within 90 days of the change or you may be penalized. This can be done using the *Request to Rescind Principal Residence Exemption (PRE)* (Form 2602) or filing Form 4640, as noted above.

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 3: 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 claim an exemption only for the portion that you use as your principal residence. Calculate your portion by dividing the floor area of your principal residence by the floor area of the entire building.

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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 our Web site at www.michigan.gov/PRE or call (517) 373-1950.