



**SAUGATUCK
TOWNSHIP**
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3461 BLUE STAR HIGHWAY
SAUGATUCK, MI 49453

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HARDSHIP/POVERTY EXEMPTION INSTRUCTIONS

To be considered for a hardship/poverty exemption the following steps must be followed:

1. Complete and file a Hardship/Poverty Exemption Application with the Assessing Department of the Saugatuck Township Office at least two weeks prior to the Board of Review meeting that the applicant is scheduled to appear.
2. Copies of the following must be completed and signed in ink:
 - Previous year Federal Income Tax Returns (1040)
 - Previous year Michigan Income Tax Returns (MI-1040)
 - Previous year Principal Residence Property Tax Credit Form (MI-1040CR)

If applications do not include all documents mentioned above they may be considered incomplete and ineligible for approval.

3. Applicants must appear before the Board of Review by making an appointment with the Assessing Department of the Saugatuck Township Office at (269) 857-7721. Contact the Assessing Department for a date and time to appear before the Board of Review.

Physically challenged or impaired applicants may call the Assessing Dept. to make necessary arrangements for assistance.

Hardship/Poverty Exemption as defined by Michigan Compiled Laws is as follows:

Section 211.7u: The principal residence of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute toward the public charges is exempt from taxation in whole or part from taxation under this act.

Please be aware that any applicant for Hardship/Poverty Exemption must comply with the following section of the Michigan Compiled Laws:

Section 211.116 Perjury: Any person who, under any of the proceedings required or permitted by this act shall willfully swear falsely will be guilty of perjury and subject to its penalties.

Contact the Assessing Department of the Saugatuck Township Office for more information regarding Hardship Exemptions or instructions for a Hardship Exemption Application.