

**Township of Novi**  
**Adopted Policy Relative to The Review and**  
**Granting of Poverty Exemptions by the**  
**Novi Township Board of Review**

**WHEREAS**, Public Act 253 of 2020, which amended Section 7u of Act No. 206 of the Public Acts of 1893, as amended by Act No. 313 of the Public Acts of 1993, being sections 211.7u of the Michigan Compiled Laws, requires that the governing body of the local assessing unit determine and make available to the public the policy and guidelines used by the Board of Review in granting reductions in property assessments due to limited income and assets, referred to as "Poverty Exemptions."

**THEREFORE, BE IT RESOLVED** that in order to be eligible for poverty exemption in the Township of Novi, a person shall do all of the following on an annual basis, unless the applicant qualifies for an extended exemption:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. The subject property must be classified as an "improved single family residential" or "residential condominium" property with a valid Homeowner's Principal Residence Exemption currently in effect.
3. Submit completed Form 5737 Application for MCL 211.7u Poverty Exemption and Form 5739 Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty.
4. Submit the most recent year's copies of the following for all persons residing in the homestead:
  - a. Federal Income Tax Return-1040, 1040A or 1040E
  - b. Michigan Income Tax Return- MI1040, MI1040A or MI 1040EZ
  - c. Senior Citizens Homestead Property Tax Form MI-1040CR-1 or General Homestead Property Tax Claim MI1040CR-4
  - d. Statement from Social Security Administration and/or the Michigan Social Services as to monies paid to you during previous year (including a signed Form 4988)
  - e. Produce a valid driver's license or other form of identification for all persons residing in the household.
  - f. Produce a deed, land contract, or other evidence of ownership of the property if the board requests it.

**BE IT FURTHER RESOLVED** that the applicant's total household income cannot exceed the most current Federal Poverty Guidelines set forth by the U.S. Department of Health and Human Services as established by the State Tax Commission- to be updated annually.

**BE IT FURTHER RESOLVED** that for applicants meeting the income level guidelines, the Board may approve a partial exemption if deemed appropriate. Those applicants granted partial exemption will be required to pay a property tax based on a fifty (50%) reduction in taxable value for the tax year in which the exemption is granted.

**BE IT FURTHER RESOLVED** that the total value of the assets of the applicant and each member of the applicant's household shall not exceed \$50,000. Excluding the property for which the exemption is requested and the principal vehicle BUT including all other property, including from all other persons residing in the household. Property shall include, but is not limited to: cash, savings, stocks, mutual funds, insurance commodities, coin collections, boats, jewelry, art, motor vehicles, recreation vehicles, second homes, cottages or any other saleable real property or other tangible items.

**BE IT FURTHER RESOLVED** that any reduction in the State Equalized Value of a property is granted for one year only and must be applied for and reviewed annually.


**BE IT FURTHER RESOLVED** that in order to ease the burden on taxpayers, the assessor and the Board of Review and to ensure that all taxpayers have an equal opportunity to be heard by the Board of Review, the Township of Novi hereby resolves, according to provisions of MCL 211.30(8) of the General Property Tax Act, that the Board of Review shall receive letters of protest regarding assessments from resident taxpayers from the first Tuesday in March until it adjourns from the public hearings for which it meets to hear such protests. All notices of assessment change and all advertisements of Board of Review meetings are to include a statement that the resident taxpayers may protest by letter to the Board.

**BE IT FURTHER RESOLVED** that to conform with the provisions of P.A. 253 of 2020, this resolution is hereby given immediate effect and will stay in effect for subsequent years until amended or voided.

VOTE: 5 AYE: John Juntunen, Janeen Crittenden, Dave Hall, Ray Schovers & Tony Galdikas  
NAY:

RESOLUTION DECLARED ADOPTED on June 21, 2022.

  
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John Juntunen  
Novi Township Supervisor

  
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Janeen Crittenden  
Novi Township Clerk