

Homeowners:

Having trouble paying your property taxes?

HPTAP can help.

Apply today to have your 2018 taxes lowered!

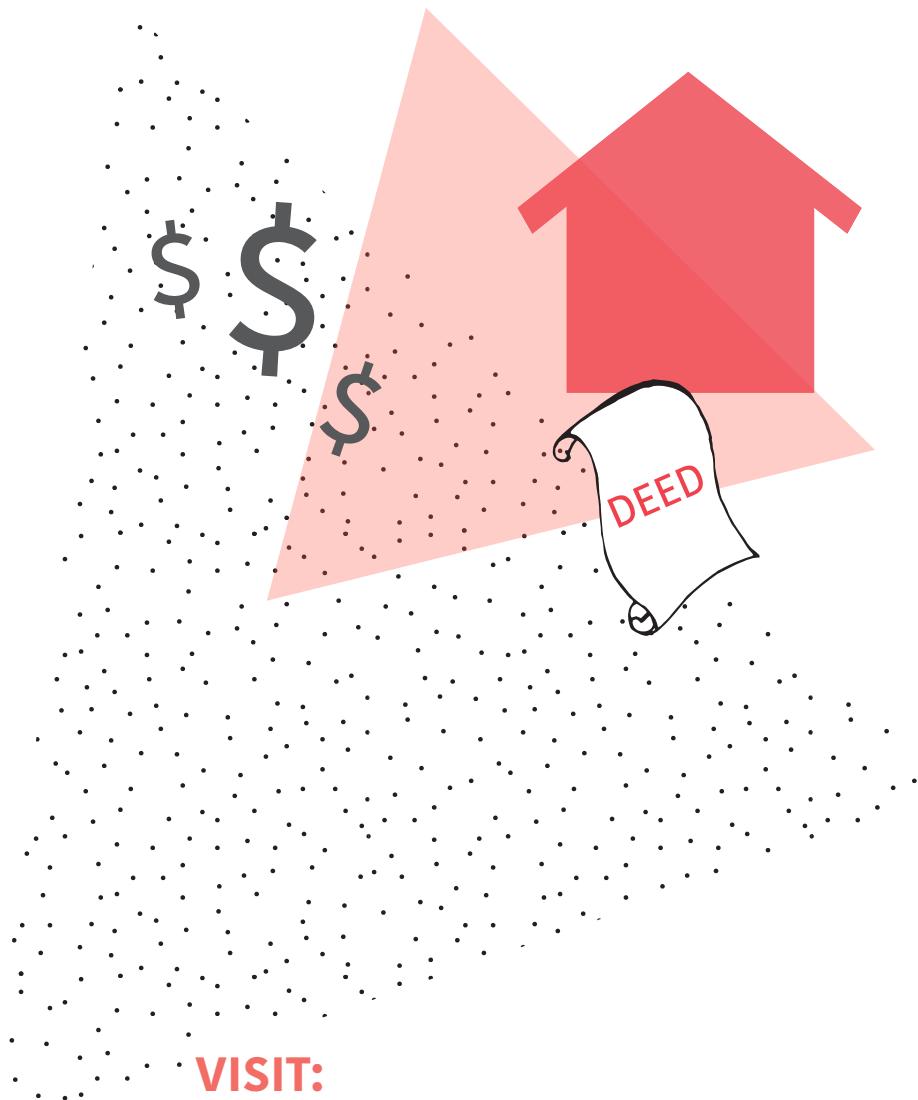


HPTAP

The Homeowners
Property Tax
Assistance Program



A Step-By-Step Guide



VISIT:
www.FromclosureDetroit.com
for additional resources

HPTAP

Homeowners Property Tax Assistance Program

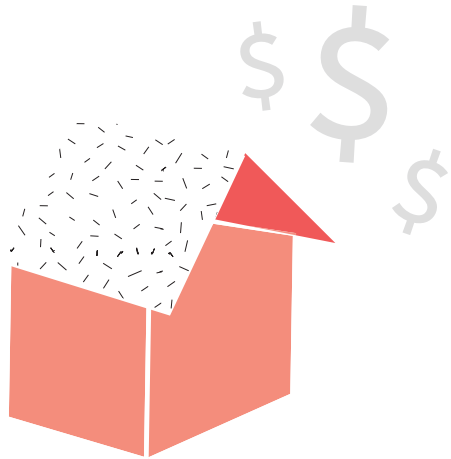


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H P T A P

Homeowners
Property
Tax
Assistance
Program



1. What is the HPTAP?

AKA: the Poverty Tax Exemption

HPTAP is a program with the City of Detroit that lowers property taxes for homeowners with low incomes.

KEY INFORMATION

You must **apply** and be **approved** for HPTAP to have your taxes lowered.

This program applies to City of Detroit property taxes **ONLY**.

It **does not** help with back taxes owed to the Wayne County Treasurer. But it can make them easier to pay off.

It only lowers property taxes for the year you apply. In other words, **this year's** tax bill.

You must apply again **each year** to have your taxes lowered for that year.

2. Do I qualify?

Homeowners with low household incomes are eligible.



1. What is your household size?

How many people live in your home?
This is your household size.

2. What is your household income?

How much money does each person in your home get for the year? A few examples of income are wages from a job, social security benefits, and food stamps. Add this up for every person in your home to get your total household income.

3. Use the next page to see if you qualify

Is your household income less than either of the numbers listed above your household size? If so, you may qualify.

If you are approved for a **full exemption**, all of your property taxes will be waived.

If you are approved for a **partial exemption**, half of your property taxes will be waived.

No matter what, you will still have to pay your garbage disposal fee (\$120).

Household size	1	2	3	4	5	6	7	8
Full Exemption	\$16,660	\$19,950	\$22,100	\$25,600	\$28,780	\$32,960	\$37,140	\$41,320
Partial Exemption	\$19,160	\$22,450	\$24,600	\$28,100	\$31,280	\$35,460	\$39,640	\$43,820



If your income is above these guidelines, you may still be eligible. See the next page for details.

3. What do I need to apply?

The purpose of the HPTAP application is to show the city why you need help with your property taxes.

The more information you provide, the better.

The application can be overwhelming. You will need to fill it out carefully and provide copies of lots of paperwork. Be honest and do your best.

Help is available if you need it (see page 26).

2018 HPTAP Statement Form

This form comes with your application. Use it to explain why you need help. It allows the city to consider your special circumstances.

Is something missing from your application? You can still be considered. Explain what is missing and why.

Is your income above the guidelines, but you still cannot afford to pay your property taxes? You may still be eligible.

Are your expenses high? Section E of the application allows you to show your expenses (see page 20 for details).

Has your income recently changed? You should report this with your application. Explain why and provide proof.

To apply, you will need:

PROOF OF PROPERTY OWNERSHIP, recorded with the Wayne County Register of Deeds.

- A deed, land contract, or court order in your name.
- Missing this paperwork? Record or get a copy of it with the Register or Deeds.

A PRINCIPAL RESIDENCE EXEMPTION (or “PRE”), filed with the City of Detroit Office of the Assessor.

- This tells the city that you not only own your home, but you live in it.
- Your PRE is on your tax bill. It should be 100% if you own a single-family home, or 50% if you own a multi-family unit. If it is 0%, you need to file this.
- Not sure? Ask the Assessor’s office. You can turn it in with your application.

A PROPERTY TRANSFER AFFIDAVIT (or “PTA”), filed with the City of Detroit Office of the Assessor.

- This tells the city that you are the tax payer.
- If the taxes come in your name, you filed this already.
- Not sure? Ask the Assessor’s office. You can turn it in with your application.

Find the addresses for these offices at the end of this guide.

When do I apply?



You can apply at any time during the year, but your application is due by:

December 10th, 2018 at the latest.

Always apply as soon as possible!

- Applications are only reviewed 3 times per year: March, July and December
- If you apply and are approved in March, your summer tax bill will already be lowered when you receive it.
- If you apply before July, you will get the chance to correct your application if something is missing.

Where do I get an application?



Print from Online:

1. Visit:
www.detroitmi.gov/How-Do-I/Property-Assessment-Documents
2. Select:
“2018 Homeowners Property Tax Assistance Program Application”



By mail:

1. Call the City of Detroit’s Assessment Division
(313)224-6214 or (313)628-0723.
2. Ask them to mail you a copy of the application.



In-person:


Office of the Assessor
Coleman A. Young Municipal Center
2 Woodward Ave., Suite 804
Detroit, Michigan 48226
8:30AM – 4:30PM, weekdays
(See map on page 36.)

NOTE: If you have received an exemption before, you should get an application sent to you in the mail.

4. How do I complete the application?

A Step-by-Step Guide to completing the HPTAP

THE CITY OF DETROIT DOES NOT CHARGE A FEE FOR THIS APPLICATION



PETITION TO CITY OF DETROIT DECEMBER BOARD OF REVIEW District #: _____
TO BE COMPLETED BY OWNER OF HOMESTEAD Petition #: _____

NEW RENEWAL

COMPLETED APPLICATION MUST BE RETURNED BY MARCH 24, 2018 TO BE CONSIDERED AT MARCH BOARD OF REVIEW

The undersigned Petitioner, respectfully requests a review and adjustment of assessment for the year **2018** assessed against the following described property, because of inability to contribute fully toward the public charges by reason of poverty.

PARCEL NUMBER: _____

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

ORGANIZATION: _____

APPLICATION RETURNED: _____

1. IMPORTANT NOTE: IT IS NECESSARY THAT YOU COMPLETE ITEMS 3 AND 4 ON THIS PAGE AND ANSWER ALL QUESTIONS ON PAGES 2 AND 3 OF THE APPLICATION FOR EXEMPTION UNDER MCL211.7U.

2. VALUES	Year 2018	Assessed Value	Taxable Value	Current Homestead %:	Residential House Style

3. REFERENCE: [Give the name of one person in the City of Detroit that we can contact]

Name _____ Relationship _____ Address _____ Phone # _____

4. NOTARIZATION: [THIS FORM MUST BE NOTARIZED OR THE PETITION WILL NOT BE CONSIDERED]

The undersigned, being duly sworn, deposes and says that the statements made in the foregoing application are true and that I/we have no money, income or assets other than that mentioned herein, and hereby grant the Board of Review permission to review all Federal, State or City of Detroit income tax records and further grant permission to contact all financial institutions and creditors regarding account balances in order to process this application.

The undersigned certifies and requests exemption from property tax obligation for the CURRENT YEAR ONLY, because of the inability to contribute fully toward the public charges by REASON OF POVERTY.

IMPORTANT: Any person who knowingly makes a false statement, omission, or misrepresentation may not be considered for this assistance program and may be prosecuted to the fullest extent of the law. Any/All applications are subject to random home inspection for compliance with the City of Detroit Guidelines.

sign here

OWNER[S] SIGNATURE

Subscribed and Sworn to before me this _____ DAY OF _____, A.D. 2018

phone here

Day Telephone Number

NOTARY PUBLIC

MY COMMISSION EXPIRES _____

BOARD DISPOSITION: Committee # _____ HPTAP-2018GRN

Poverty Exemption GRANTED _____ % Poverty Exemption DENIED: _____

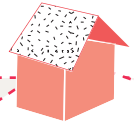
Committee Member Signature and Date _____

- Is this your first time applying? Check “New”
- Did you get approved last year? Check “Renewal”

PARCEL NUMBER: You can find your parcel number on your tax bill or property tax assessment notice.

TIP: You can also search for it on www.waynecounty.com/elected/treasurer/pay-taxes-online.aspx You can also see if you owe back taxes and how much.

If you cannot find the Parcel Number, leave it blank and ask the Assessor’s Office when you turn it in or call: (313) 224-3011 or (313) 224-6214.



#12345

2. Values: If you got the application from the city assessor, these fields will be filled out. If these fields are blank, you can leave them blank.

3. Reference: Think of a friend, family member, or neighbor who lives in the city of Detroit. You will need to list their name, say what their relationship is to you, and list their address and phone number. Make sure their address is in Detroit.

4. Do not sign this until you are with a notary! You can get this notarized for free when you submit this in person at:

The Coleman A. Young Municipal Center (see map at the end of this guide).



CITY OF DETROIT
BOARD OF REVIEW - HOMEOWNERS PROPERTY TAX ASSISTANCE PROGRAM

You must complete all * items on all pages and submit copies of the required documents.

HPTAP2018GRN

Incomplete forms may not be considered.

A WHO OWNS THIS PROPERTY? _____

(A COPY OF THE RECORDED DEED IS REQUIRED)

LIST ALL OWNERS EVEN IF THEY DO NOT RESIDE AT PROPERTY REQUESTING EXEMPTION.

A: Who Owns this Property?

Look at your deed, land contract or court order. Find the names of all the owners. List their names, even if they do not live with you or even if they passed away.

TIP: You must have owned and occupied the property as of December 31st of 2017.

SUPPORTING DOCUMENTS:

Proof of ownership recorded with the Wayne County Register of Deeds.

- Provide a copy of the deed, land contract, or court order. You can get copies of your proof of ownership or copies of death certificates in person or by mail at: **Wayne County Register of Deeds** (see map at the end of this guide).

Photo IDs for every name that is listed.

- Your ID, and everyone who lives with you, should show the home address. If one of the owners doesn't live there, the address on their ID cannot match the address of your home.
- If one of the owners is deceased, you will need to include a copy of the death certificate.



B: Sources of Income

This section asks you about all of the money coming into your household last year in **2017**.

What type of income did you receive in 2017?

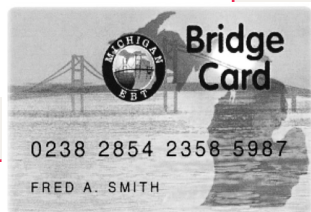
Next to each “source of income” write how much money you got per month and the total for the year.

Is there anyone else in the house with income?

If so, enter their name in the **Spouse / Household Member** box and enter their income below.

If there are more than two people with income, you will have to write that on a different piece of paper.

NOTE: Even food stamps count as income for this application. If possible, provide your Bridge Card award letter, not just a copy of the card.



SUPPORTING DOCUMENTS:

Proof of ALL income:

- If you filed income taxes last year, you need to provide a copy of your tax return.
- If you did not file taxes, you should include copies of paperwork like: W-2 forms or paystubs, social security benefit letters, food stamp award letters, etc.

B SOURCE OF INCOME FOR ALL MEMBERS OF THE HOUSEHOLD IS REQUIRED WITH Y

Copies of W-2's, 1099's, Year End Statements, Family Independence Grants (FIA), DHS, Alimony, Child Support, Pension Homestead Credit for all persons residing in the home and **all other sources of income, including rental income.**

List income for additional members of the household on a separate sheet.

*Property Owner your name here			Spouse / Household Member
SOURCE OF INCOME	2017 MONTHLY	2017 YEAR-END TOTAL	SOURCE OF INCOME
*Wages			*Wages
*Unemployment Comp			*Unemployment Comp
*Pension			*Pension
*Social Security			*Social Security
*Rental Income			*Rental Income
*VA Benefits			*VA Benefits
*SSI			*SSI
*(FIA) Family Independence Agency			*(FIA) Family Independence Agency
*Disability (1099)			*Disability (1099)
*Child Support/Alimony			*Child Support/Alimony
*Dividends			*Dividends
*Self-Employment			*Self-Employment
*Bridge Card			*Bridge Card
*Family/Friends Notarized Statement is Required			*Family/Friends Notarized Statement is Required
*Other			*Other

*K-12, College, University Scholarships and/or Grants

TIP:

- If you don't have “proof” of your income, write a statement saying how much you made and how. Sign this in front of a notary.
- If a friend or family member gave you money, ask them to write a statement and sign it in front of a notary.



C: Assets

This section asks for all of the “assets” you have.

If you have a saving or checking account, get a bank statement and enter the current balance.

List any stocks, bonds, IRA’s, 401K’s or annuities you have.

Do you own another home or side lot? List them here.

Do you own a car? List them here.

C ASSETS			
*Savings Account Balance:		*Checking Account Balance:	
*Value All Stocks:		*Value All Bonds:	
*Value All IRA's, 401K's & Annuities:		*Other:	
*Addresses of other Properties Owned #1:			*V
*Addresses of other Properties Owned #2:			*V
*Vehicle Purchase Date:		*Make & Year:	*M
*Vehicle Purchase Date:		*Make & Year:	*M

TIP: Your assets should not be more than \$12,000.

D: Occupancy

This section shows that you live in your home.

SUPPORTING DOCUMENTS

- A copy of a recent water bill
- A copy of a recent DTE bill.

If your water or DTE is shut off, provide a shutoff notice from the company.

If the bill is not in your name, that is OK. Explain why on the **2018 HPTAP statement form** (see page 8 for details).

D OCCUPANCY			
Provide a copy of your recent utility bills, electric, gas and water to support your occupancy. If you do not have a recent bill because your service is shut off, provide a shutoff notice from the utility company. If this is the case please provide the name of the owner-occupant. If this is the case please provide the name of the owner-occupant.			
UTILITY	MONTHLY	BALANCE	UTILITY
WATER			GAS / ELECTRIC

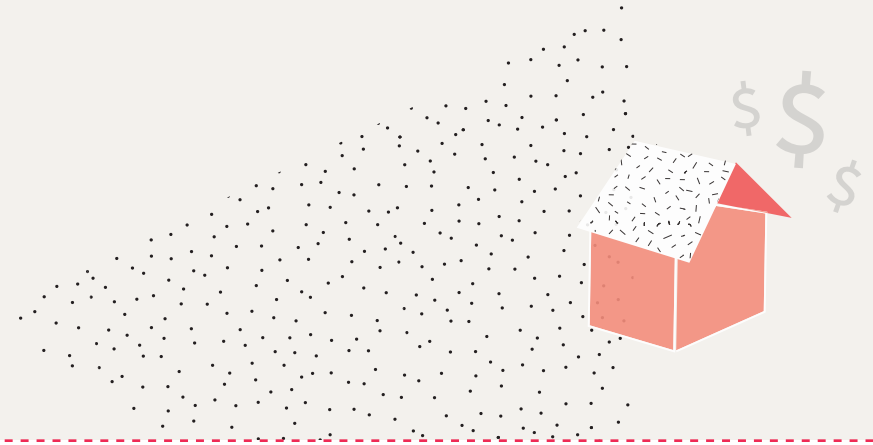
TIP: If you pay your bills online, print a summary or statement.

E: Debits

Complete this section carefully if your income in 2017 was above the guidelines on page 7.

This section can show that even if you don't meet the income guidelines, your expenses are high enough that you qualify for help.

List all the bills and debts that you have.



SUPPORTING DOCUMENTS

- Copies of bills, expenses and debts (“proof”)

TIP: The more “proof” you provide, the better.

NOTE: Have you experienced a recent hardship or life disruption? Write a statement about why you need help on the **2018 HPTAP statement form**. This comes with your application (see page 8 for details).

If you owe **back taxes** to the Wayne County Treasurer, list how much you owe and show a copy of your most recent tax statement.

You can print a copy of your tax statment by visiting: www.waynecounty.com/elected/treasurer/pay-taxes-online.aspx
Click “Enter Site” the “Accept Disclaimer”

- Then type in your address

If you are paying off back taxes to the Wayne County Treasurer through a Payment Plan, include the amount you pay monthly and provide proof of the agreement.

If you need a copy of your agreement, visit: **Treasurer’s Office** (see map at the end of this guide).

DEBT			
You are required to send copies of current bills/debts. Incomplete forms ma			
CREDITOR	MONTHLY	BALANCE DUE	CREDITOR
*BACK PROPERTY TAXES			*BACK INCOME TAXES
*MORTGAGE/LAND CONTRACT			*CHILD SUPPORT
*HOUSE INSURANCE			*ALIMONY
*CAR INSURANCE			*EDUCATION/SCHOOL
*TELEPHONE/CELL			*LOANS
*CABLE/INTERNET			*LOANS
*MEDICAL INSURANCE			*FRIENDS/FAMILY Notarized statement is required for all.
*HOSPITAL/DOCTOR			*CREDIT CARDS
*DOCTOR			*CREDIT CARDS
*PRESCRIPTIONS			*OTHER CHARGES

If you have any expenses that don't fit into a category, you can include them in “other charges.”

F: Marital Status

Check the box that shows your marital status.

G: Members of Household

For each person who lives in the home:

List their name, their age, and their relationship to you.
Are they working this year? Choose yes or no.

How much money do they make per month, right now? This number might match the income numbers you wrote in part B if the person's income hasn't changed. Remember, food stamps count as income.

SUPPORTING DOCUMENTS:

- For every adult (18+ yrs), include a copy of photo ID. The address on their ID must match the home address.
- For every child (5-17 yrs), include a copy of a current report card, transcript, healthcare record or government document with name and address.

TIP: If your income was too high to qualify in 2017, but you qualify in 2018, write a statement about your current situation on the **2018 HPTAP statement form** that comes with your application.

Whenever possible, provide proof. This could be a lay-off letter, unemployment documentation, or a benefit suspension.

*MARITAL STATUS					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Married	Single	Divorced	Widow (er)	Separated	Domestic Partner

*LIST BELOW YOURSELF AND ALL PERSONS LIVING IN THIS HOME					
FOR ALL ADULTS 18 YEARS OF AGE AND OVER, PROVIDE A COPY OF THEIR STATE OF MICHIGAN ID. FOR ALL SCHOOL AGE OCCUPANTS OF HOUSEHOLD, PROVIDE A COPY OF THEIR MOST CURRENT REPORT CARD, TRANSCRIPT OR GOVERNMENT DOCUMENT.					
*FIRST NAME	*LAST NAME	*AGE	*RELATIONSHIP		
1			YOURSELF		

*CREDITS AND REBATES	
PROPERTY TAX REBATE:	OTHER CREDITS:
HOME HEATING CREDIT:	

H: Tax Credits

Tax credits are money paid back to you by the government.

SUPPORTING DOCUMENTS:

If you got any credits this year or last year, list them in this section and provide proof. If you file a tax return, credits should be listed. Double check to make sure.

TIP: You may be eligible for additional benefits. Call the **Accounting Aid Society** (313) 556-1920 for free help filing tax returns.

Did you file federal or state income tax returns in 2017?

If **yes**, you need to provide a **FULL** copy of your tax return for 2017 (this must include every page).

If **no**, you need to fill out two forms:

1. IRS form 4506-T

This is a release that gives the city of Detroit permission to search for your tax history.

2. Poverty Exemption Affidavit (4988)

This explains that you did not file taxes.

IMPORTANT!

Every adult who lives in the home must provide a copy of their full federal and state tax return **OR** complete IRS form 4506-T and Poverty Exemption Affidavit.

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

TIP: These forms come with your application.

Form 4506-T (Rev. September 2015) Department of the Treasury Internal Revenue Service		Request for Transcript of Tax Return ▶ Do not sign this form unless all applicable lines have been completed. ▶ Request may be rejected if the form is incomplete or illegible. ▶ For more information about Form 4506-T, visit www.irs.gov/form4506t .		OMB No. 1545-1872				
<p>Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.</p>								
1a Name shown on tax return. If a joint return, enter the name shown first.		1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)						
2a If a joint return, enter spouse's name shown on tax return.		2b Second social security number or individual taxpayer identification number if joint tax return						
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)								
4 Previous address shown on the last return filed if different from line 3 (see instructions)								
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. CITY OF DETROIT - BOARD OF REVIEW - CAYMC 2 WOODWARD AVE., ROOM 824 - DETROIT, MICHIGAN 48226								
<p>Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.</p>								
6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶								
a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days <input checked="" type="checkbox"/>								
b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days <input type="checkbox"/>								
c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days <input type="checkbox"/>								
7 Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days <input type="checkbox"/>								
8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days <input type="checkbox"/>								
<p>Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.</p>								
9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. <table border="1" style="display: inline-table; margin-left: 10px;"> <tr> <td>12 / 31 / 2017</td> <td>12 / 31 / 2016</td> <td>12 / 31 / 2015</td> <td>/ /</td> </tr> </table>					12 / 31 / 2017	12 / 31 / 2016	12 / 31 / 2015	/ /
12 / 31 / 2017	12 / 31 / 2016	12 / 31 / 2015	/ /					
<p>Caution: Do not sign this form unless all applicable lines have been completed.</p>								
<p>Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. Note: For transcripts being sent to a third party, this form must be received within 120 days of the signature date.</p>								
<input type="checkbox"/> Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.		Phone number of taxpayer on line 1a or 2a						
Signature (see instructions)		Date						
Sign Here		Title (if line 1a above is a corporation, partnership, estate, or trust)						
Spouse's signature		Date						
For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 37867N Form 4506-T (Rev. 9-2015)								

5. Where can I get help with my application?

This application is tricky!



Am I doing this right?

For **free help** filling out the application, visit:

TIP: You must bring all of the paperwork you need to complete the application (see the checklist on page 34).

DOWNTOWN:
United Community Housing Coalition
2727 2nd Ave, Suite 313, Detroit, MI 48201
9AM-12PM, Mon, Wed, Fri
1-4PM, 1st Tuesday of every Month

NORTH END:
Central Detroit Christian
1550 Taylor St, Detroit, MI 48206
10AM-1PM, 1st Thursday of every month

WEST SIDE:
Bridging Communities
6900 McGraw Ave, Detroit, MI 48210
(313) 361-6377 (call to make an appointment) 9AM-5PM, Weekdays
En Español: 9AM-5PM Lunes & Miércoles

EAST SIDE:
U-Snap-Bac
14901 E Warren Ave, Detroit, MI 48224
(313) 640-1100
1PM-4PM, 3rd Wednesday of every month

MACC Development:
7900 Mack Ave, Detroit, MI 48214
(313) 732-9302
4PM-8PM, 4th Tuesday of every month

¿Necesita esta información en español?

Para obtener ayuda gratuita con la aplicación en Español, visite: **Bridging Communities**

6. When and where do I turn in my application?

WHEN:

At the latest, turn in your application before the **2nd Tuesday of December.**



TIP: The sooner you apply, the sooner your tax bill will be lowered.

WHERE:

Office of the Assessor
Coleman A. Young Municipal Center
2 Woodward Ave., Suite 804
Detroit, Michigan 48226
8:30AM – 4:30PM, weekdays

TIP: When you turn in the application in person, ask for a time-stamped copy for your records.

TIP: You should not mail in your application. If you need help turning in your application, call (313) 628-0723 for assistance.

7. Was my application approved?



The City of Detroit Board of Review will send you confirmation in the mail.



If you apply for **before March**, you will get a March Board of Review Decision Letter.

If you apply **after March**, you will get an Affidavit of Corrections.

Code 04 means you were granted a partial exemption.

Code 05 means you were granted a full exemption.

Code 06 means your application was denied.

If you did not receive a letter in the mail, call or visit:

The Board of Review (313) 628-0723

Coleman A. Young Municipal Center, Suite 1203

(see map on page 36)

- Do not accept approval over the phone.
- Ask for a letter of approval to be sent to your home.

REMEMBER: You will still have to pay your garbage disposal fee each year (\$120).



How long does it take to get approved?

It can take months for you to hear back from the Assessor's office.

Why is my tax bill still high?

Even if your application is approved, you might still get a full tax bill. This has to do with when your application was submitted and reviewed. Check with the assessor's office to find out what you owe and when.

How do I check the status of my application?

Call or visit:

The Board of Review (313) 628-0723

Coleman A. Young Municipal Center, Suite 1203

(see map on page 36)



TIP: If you already paid your summer taxes and you are granted an exemption, the Office of the Assessor should make an adjustment and issue you a refund. Call or visit the **Office of the Assessor** with questions (see map on page 36).

If your application is incomplete, you will get a phone call or a “Notice of Incomplete Appeal” letter in the mail.

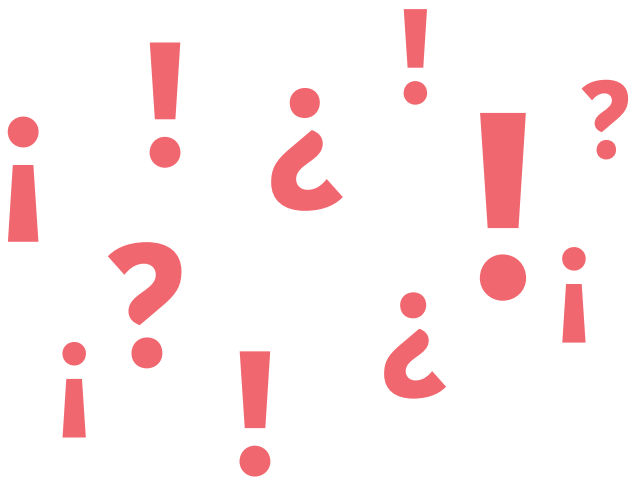
Follow the instructions they give you as soon as possible.

If you have questions call or visit:

The Board of Review (313) 628-0723
Coleman A. Young Municipal Center, Suite 1203
(see map on page 36)

Visit **United Community Housing Coalition (UCHC)** if you need help, if you missed your appeal due date, or if your application was denied (see map on page 36).

If you are denied this year, you can still apply next year.



8. How do I apply again next year?



You must re-apply for the HPTAP each year.

If you qualified for HPTAP last year, the Assessor’s Office should mail you a blank copy of this year’s application in the mail (usually in February). Fill out the application they send to you as soon as possible, turn it in, and keep a copy for yourself.

If you have applied for HPTAP for three years or more, you may receive a **2018 Tax Exemption Application Affidavit**. This is a shorter form that renews your previous application. Follow the instructions carefully. You still need to provide ID, proof of ownership, and sign the form in front of a notary.

TIP: Keep a copy of your application. This can make next year’s application easier to complete.

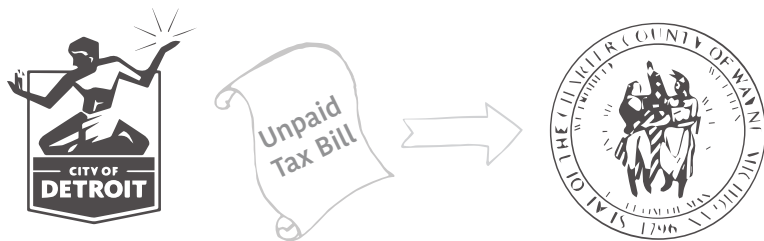
9. What about taxes I already owe?

Property taxes come from the City of Detroit. When they are not paid, they transfer to the **Wayne County Treasurer** for collection. The treasurer applies **18% interest** to unpaid property taxes.

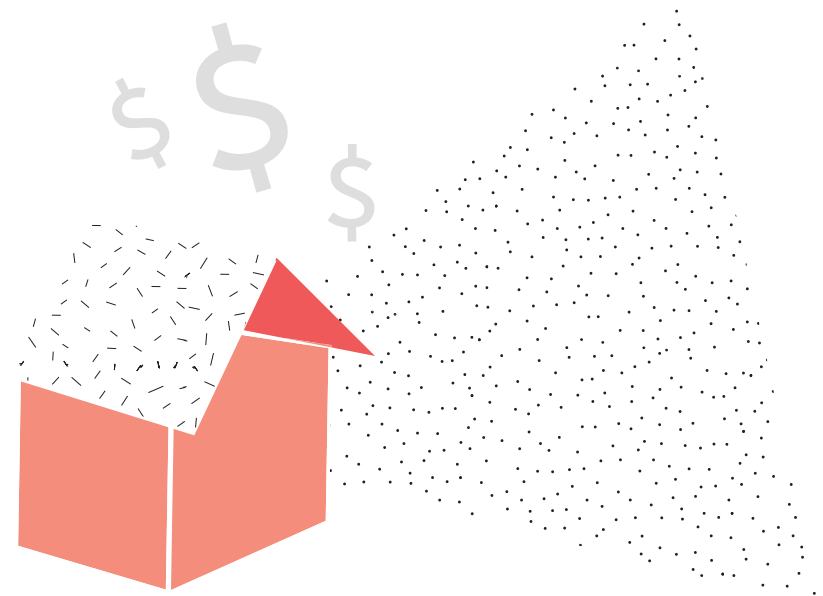
If you owe taxes to the Wayne County Treasurer:

Payment plans are available. The interest reduced stipulated payment agreement, aka **IRSPA** is an option that can help. Ask the treasurer's office about this plan.

Get **FREE** help with property tax issues. Visit the **United Community Housing Coalition** (see map on page 36).



Did you know? You can pay your property taxes and utility bills at a kiosk in your neighborhood. Visit www.wctkiosk.com for details.



Some programs may help you pay off your back taxes.



Step Forward Michigan

Assistance program for homeowners behind on their mortgage or property taxes
MSHDA Step Forward Michigan
www.stepforwardmichigan.org
(866) 946-7432

State Emergency Relief (SER) Program

Emergency relief for home, utility, or burial expenses
Michigan Department of Human Services
(855) 275-6424
www.michigan.gov/mdhhs

Document Checklist

Step 1:

Use this checklist to make sure you have all the documents you need.

Step 2: Make copies

You can do this for FREE when you turn it in. (Address on page 36)

Step 3: Include copies with your application

>>If the item does not apply to you, skip it.<<

Proof of Ownership

- Deed, Land Contract or Court Order for your home
- Current photo ID for all people listed on Proof of Ownership
- Death certificate for any owner who is deceased

Proof of Residence

For all adults (18+ years) who live in the home:

- Current photo ID or driver's license

For all children (5 - 17 years) who live in the home:

- Current report card, transcript, healthcare record or government document with name and address

Tax Documents

For all adults in the home who file income tax returns:

- Copy of Federal income tax return for the last year (2016)
- Copy of State income tax return for the last year (2016)

For all adults in the home who do not file income tax returns:

- IRS form 4506-T (comes with your application)
AND
- Poverty Exemption Affidavit (4988) (comes with your application)

For the household, if applicable:

- Property Tax Rebate
- Home Heating Credit
- Other Tax Credits

Make Copies of Your Documents for FREE!



FREE copy-making is available when you submit the application in person at:

Coleman A. Young Municipal Center, Room 1230
(See map on page 36.)

Proof of Income

For everyone who lives in the home:

- W-2 or paystub
- Unemployment Benefit (1099-G)
- Pension (W-2 or 1099R)
- Social Security or Supplementary Income (SSI/SSA-1099) Benefit Letter
- Rental Income
- VA Benefits
- FIA or DHS Award letter
- Disability Benefit
- Child Support or Alimony
- Receipts or notarized statement of income from self-employment
- Bridge Card Award Letter
- Notarized letter from family or friend who provides you with money
- Other: gambling winnings, insurance/court settlements, scholarships

Proof of occupancy

- Water Bill
- DTE bill (front & back)

Proof of debts

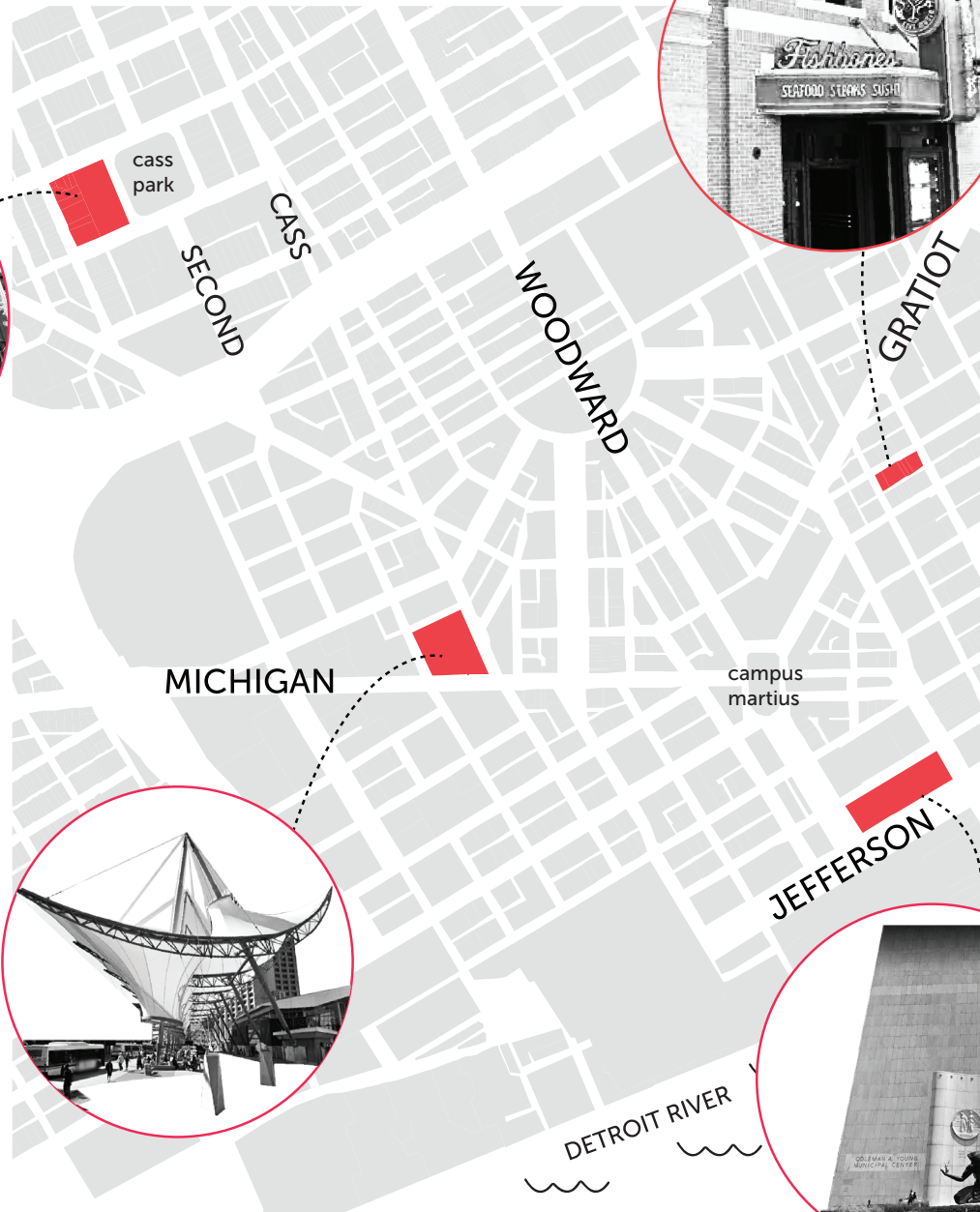
- Wayne County Treasurer Payment Plan agreement
- Mortgage or land contract
- Insurance bills
- Telephone/Cell Phone/Internet bill
- Hospital, doctor visit or prescription bills
- Loans or Credit Card bills
- Child Support or Alimony
- Other

Marital Documents

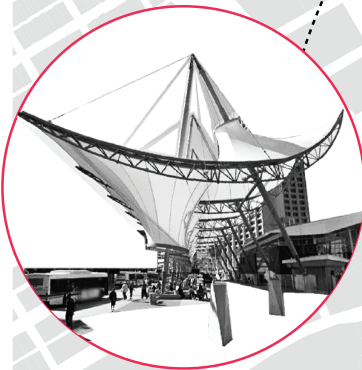
If your previous spouse is on the deed, but does not live there:

- Divorce judgement or Separation Agreement

Map of important offices



For FREE property tax counseling, visit:
United Community Housing Coalition (UHC)
 2727 2nd Ave, Suite 313
 Detroit MI, 48201
 Monday, Wednesday or Friday 9AM - 12PM



The **Rosa Parks Bus Station** is located close to these offices.



Wayne County Office
 400 Monroe St.
 Detroit, MI 48226

Register of Deeds
 Suite 605
 Weekdays, 8AM-4:15PM
 (313) 224-5854

Office of Wayne County Treasurer
 5th floor
 Weekdays 8AM-4:30PM
 Wednesday 8AM-6:30PM
 (313) 224-5990

Coleman A. Young Municipal Center
 2 Woodward Ave.
 Detroit, Michigan 48226
 Weekdays, 8:30AM - 4PM



Office of the Assessor
 Suite 804
 (313) 224-6214

- Pick up and turn in the HPTAP Application.
- Check if you have PTA and PRE on file.

Board of Review
 Suite 1203
 (313) 628-0723

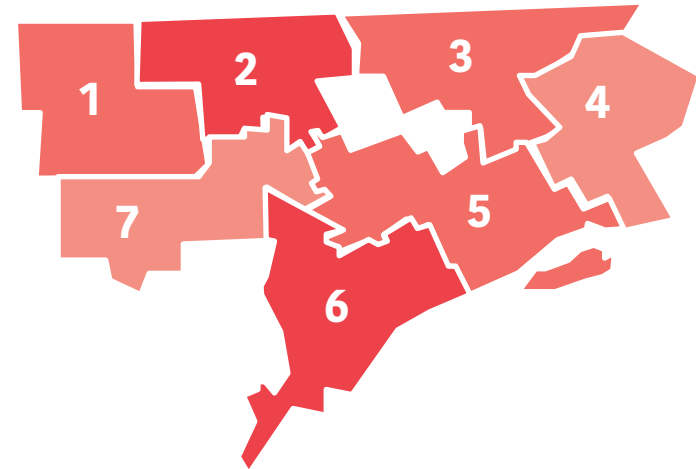
- Make copies of your application for FREE.
- Notarize your application for FREE.

District Managers

In 2014, Mayor Duggan created the Department of Neighborhoods to oversee city services that impact neighborhoods. Each district has a manager.

It is your District Manager's job to eliminate blight, assist block clubs and community organizations and help residents access City services.

Contact your district manager for help in your neighborhood.



District 1:

Crowell Recreation Center
16630 Lahser MI 48219

Stephanie Young
District Manager
PH: 313-236-3473
E: YoungsT@detroitmi.gov

District 2:

Northwest Activities Center
18100 Meyers MI 48235

Kim Tandy
District Manager
PH: (313) 236-3494
E: TandyK@detroitmi.gov

District 3:

Farwell Recreation Center
2781 E. Outer Drive MI 48234

Erinn Harris
District Manager
PH: (313) 236-3504
E: HarrisEr@detroitmi.gov

District 4:

Samaritan Center
5555 Conner Ave. MI 48213

Letty Azar
District Manager
PH: (313) 236-3518
E: azarl@detroitmi.gov

District 5:

Butzel Family Center
7737 Kercheval MI 48214

Vince Keenan
District Manager
PH: (313) 236-3523
E: KeenanV@detroitmi.gov

District 6:

Patton Recreation Center
2301 Woodmere MI 48209

Ninfa Cancel
District Manager
PH: (313) 236-3530
E: CancelN@detroitmi.gov

District 7:

Adams Butzel
10500 Lyndon MI 48238

Ray Solomon II
District Manager
PH: (313) 236-3516
E: solomonr@detroitmi.gov



United Community
Housing Coalition



The Tricycle Collective



RACKHAM GRADUATE SCHOOL
PROGRAM IN PUBLIC SCHOLARSHIP
UNIVERSITY OF MICHIGAN

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