

# Principal Residence Exemption (PRE) Active Duty Military Affidavit

Issued under authority of Public Act 206 of 1893.

Read the instructions before completing the form. Mail the completed form and necessary documentation to the assessor for the city or township in which the property is located on or before May 1 of the first year the exemption is being claimed. Use a separate form for each property tax identification number. Do not send the form directly to the Michigan Department of Treasury. For more information regarding the PRE, please review the PRE guidelines at [www.michigan.gov/pre](http://www.michigan.gov/pre).

**Type or print in blue or black ink.**

<b>PART 1: PROPERTY INFORMATION</b>			
1. Property Tax Identification Number		2. Name of Local Unit (Check Township or City) <input type="checkbox"/> Township <input type="checkbox"/> City	3. County
4. Street Address of Property (Provide a Complete Address)			5. Beginning Tax Year (yyyy)
6. Name of Owner (First, Middle, Last)		7. Owner's Last Four Digits of Social Security Number  XXX-XX-	8. Owner's Daytime Telephone Number
9. Name of Co-Owner (First, Middle, Last)		10. Co-Owner's Last Four Digits of Social Security Number  XXX-XX-	11. Co-Owner's Daytime Telephone Number
<b>PART 2: REQUIREMENTS (Attach a copy of your Active Duty Orders)</b>			
12. When was the owner(s) of the property called for active duty? (mm/dd/yyyy)		13. Upon completion of active duty, will this property be your principal residence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Does anyone currently occupy/live in the home located on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Is the property currently rented or leased? <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. Is the property used for any business or commercial purpose? <input type="checkbox"/> Yes <input type="checkbox"/> No		17. Is the rentor / lessor using the property as a residence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PART 3: OWNER CERTIFICATION</b>			
<i>Certification: I (we) certify under penalty of perjury the information provided on this document is true and correct to the best of my (our) knowledge.</i>			
18. Owner's Signature			19. Date
20. Co-Owner's Signature			21. Date
22. Owner's Current Mailing Address		City	State
			ZIP Code
<b>PART 4: ASSESSOR'S CERTIFICATION — FOR LOCAL GOVERNMENT USE ONLY</b>			
Did the assessor approve or deny the PRE Active Military Affidavit? <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach a copy of the <i>Local Unit Denial</i> (Form 2742).)		What is the effective date of the Military Affidavit? (yyyy) _____	
<i>Certification: I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.</i>			
Assessor's Signature			Date Certified by Assessor (mm/dd/yyyy)

## Instructions for Form 4660

### Principal Residence Exemption (PRE) Active Duty Military Affidavit

This form enables a person with an established Principal Residence Exemption (PRE) to retain that PRE while on active duty in the United States armed forces if the principal residence is rented or leased. Property that currently qualifies as a principal residence continues to qualify for three years after any portion of the dwelling or unit included in, or constituting the principal residence, is rented or leased to another person and is used as a residence. All of the following conditions listed in MCL 211.7dd(c) must be satisfied:

- The owner of the dwelling or unit is absent while on active duty in the armed forces of the United States.
- The dwelling or unit would otherwise qualify as the owner's principal residence.
- The owner files Form 4660 with the assessor of the local tax collection unit on or before May 1 attesting that he/she intends to occupy the dwelling or unit as a principal residence upon completion of active duty in the United States armed forces.

#### **PART 1: PROPERTY INFORMATION**

The following information must be provided to the assessor to process your affidavit:

**Line 1:** Property is identified with a property tax identification number. This number can 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. Your property number is essential. Without it, your township or city cannot accurately adjust your property taxes.

**Line 2:** Enter the name of the township or city in which the property is located and check the appropriate box for city or township. If you live in a village, list the township in which the property located.

**Line 4:** Enter the complete property address of the exemption you are retaining.

**Line 5:** Enter the first tax year in which this Affidavit will become effective.

**Lines 6 and 9:** Enter the owner and co-owner's complete name. Do not include information for a co-owner who did not occupy the property.

**Lines 7 and 10:** Enter the last four digits of the Social Security Number(s) (SSN) of the legal owner(s). 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.

**Lines 8 and 11:** Enter the daytime phone number of the owner(s). This number is important because the assessor may need to contact the owner(s) to verify information in order to process this Affidavit.

#### **PART 2: REQUIREMENTS**

The questions listed in Part 2 are very important in determining eligibility for the retention of the exemption. These questions must be answered truthfully and to the best of the owners' knowledge. Failure to answer these questions may result in processing delays of this Affidavit and/or result in a subsequent denial of the exemption. A copy of the Active Duty Orders must be submitted with this Affidavit.

#### **PART 3: OWNER CERTIFICATION**

The form must be signed and dated by the owners listed in Part 1. Provide the owner's current and complete mailing address.

#### **PART 4: ASSESSOR'S CERTIFICATION — FOR LOCAL GOVERNMENT USE ONLY**

This form is not valid unless certified by the assessor. The assessor must verify the Military Affidavit complies with the law, and approve or deny the Military Affidavit. The assessor must also provide the year this affidavit will take place.

#### **INTEREST AND PENALTY**

If it is determined that the claimed property was not the owner's principal residence, or that the requirements are not met, the owner(s) may be subject to additional tax plus penalty and interest as determined under the General Property Tax Act.

If you have any questions, visit Treasury's Web site at [www.michigan.gov/PRE](http://www.michigan.gov/PRE) or call 517-335-7487.