

Batch Cover Sheet for Principal Residence Exemption (PRE) Forms

Issued under the authority of Public Act 206 of 1893

The cover sheet is provided for transmittal of principal residence exemption forms to the Michigan Department of Treasury (Treasury) after you have noted them in your tax records. Photocopy this cover sheet as needed and use it to transmit all types of PRE forms listed below to the Treasury. Separate the forms by type. **Place a separate cover sheet over each type of form and check the appropriate box. Assessors handling more than one local unit must also separate forms by local unit.**

To reduce the number of mailings, forward all forms received in a quarter to Treasury on the 15th of April, July, October, and January.

It is very important for Assessors to keep a copy of all the forms submitted to the Department of Treasury.

If you, as the assessor, question the eligibility of a property, you may request a variety of information from the taxpayer in order to determine ownership and occupancy. If you determine that the person submitting the affidavit is not the owner of the property, does not occupy the property as a principal residence, or does not meet any of the other PRE requirements, you should deny the claim for exemption by issuing a PRE denial to the taxpayer using Form 2742. If you would like Treasury to investigate a claim for exemption, please contact the PRE Unit at (517) 373-1950 or e-mail at pte-section@michigan.gov.

NOTE: If your county does the assessing for your local unit, forward this batch cover sheet to the county.

City or Township Name	County Name	Revenue Sharing Code
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- B. *Principal Residence Exemption (PRE) Affidavit* (Form 2368) L. *Request to Rescind Principal Residence Exemption* (Form 2602)
- M. *Notice of Denial of Principal Residence Exemption-Local* (Form 2742) N. *Notice of Denial of Principal Residence Exemption-County* (Form 4075)
- Conditional Rescission of a Principal Residence Exemption* (Form 4640) *Active Duty Military Affidavit* (Form 4660)
- Foreclosure Entity Conditional Rescission of a Principal Residence Exemption* (Form 4983)

NOTE: *Claim for Farmland Exemption from Some School Operating Taxes* (Form 2599) should not be forwarded to Treasury. It is under the jurisdiction of the local assessor.

Mailing Instructions: If you are using the United States Postal Service, use the "Mail To" address below. If you are using UPS or other delivery or courier system, use the address below.

Mail To:

Michigan Department of Treasury
Principal Residence Exemption Unit
P.O. Box 30447
Lansing, MI 48909

UPS or Other Delivery/Courier System:

Michigan Department of Treasury
Principal Residence Exemption Unit
7285 Parsons Drive
Dimondale, MI 48821