

Principal Residence Exemption Database User ID Request

INSTRUCTIONS: Use one form for each ID requested. Failure to provide complete information for all fields may result in an inability to process your request. **User ID requests are for County and Local Unit employees who audit Principal Residence Exemptions as part of their official duties.** Mail completed request to PRE Database Administration, P.O. Box 30440, Lansing, MI 48909 or fax it to (517) 335-3264. When access is assigned, notification will be sent to the applicant's e-mail address listed below.

APPLICANT INFORMATION (must complete all fields)	
Applicant Full Name (Last, First, Middle Initial)	
Mailing Address (Address, City, State, ZIP Code)	
County/Local Unit	Applicant Telephone Number
Applicant Title	Applicant E-mail Address

APPLICANT AGREEMENT/SIGNATURE	
<i>I agree to treat the information contained in the Principal Residence Exemption (PRE) database as privileged and confidential to be used solely for PRE compliance and auditing purposes. I fully understand that any disclosure, copying, distribution, or use of the contents of this site for any other purpose is strictly prohibited. I understand that my access to this database may be withdrawn if it is discovered that I am using such information for purposes other than those intended.</i>	
Applicant Signature	Date

COUNTY TREASURER OR EQUALIZATION DIRECTOR AGREEMENT/SIGNATURE	
<i>I certify that the above applicant is an employee or authorized representative of the County or of a local unit within the County who is responsible for conducting PRE compliance audits within the County. I agree to notify the Department of Treasury of any violations of this agreement or when the applicant is no longer involved in PRE compliance audits.</i>	
County Treasurer or Equalization Director Signature	Date
Print Name	Title

DEPARTMENT OF TREASURY USE ONLY		
User ID Assigned	Date Approved	Approved by