



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

PROPERTY TAX APPEAL ANSWER FORM
PRINCIPAL RESIDENCE EXEMPTION / QUALIFIED AGRICULTURAL EXEMPTION
MTT DOCKET NO. _____

Section 1: Respondent's Contact Information

Unit of Government

Section 2: Respondent's Attorney/Authorized Representative's Contact Information

First Name	M.I.	Last Name
Firm Name (if any)		
Mailing Address (No., Street, P.O. Box or Rural Route)		
City or Town	State	ZIP Code
Telephone Number		
Email Address (do not enter unless you want MTT to send all correspondence via email)		

Section 3: Subject Property Information *Use the multiple parcel form for additional, contiguous parcels.

Are the parcels listed by Petitioner contiguous or adjoining? If no, list all parcels that are adjoining in separate groupings. Attach a Separate sheet if necessary.

Yes No Not Applicable

Parcel Identification Number:

Classification of Property: Real Personal (check one)

Agricultural Commercial Industrial Residential Timber-Cutover Developmental Utility (check one)

Does the property have a Principal Residence Exemption of 50% or more for all tax years at issue?

Yes No



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Section 4: Explain Your Answer to this Appeal

Section 5: Jurisdictional Issues

Check what action prompted this appeal:
<input type="checkbox"/> Notice of Denial of Principal Residence Exemption <input type="checkbox"/> Denial by Board of Review <input type="checkbox"/> Denial by Dept. of Treasury <input type="checkbox"/> Other
If you checked "other" above explain:
If Petitioner is appealing from a Board of Review denial, check which Board of Review took action:
<input type="checkbox"/> March <input type="checkbox"/> July <input type="checkbox"/> December
List the date the Principal Residence Exemption or Qualified Agricultural Exemption was denied:
Tax year(s) denied:

Signature *Required

Respondent or Attorney/Authorized Representative's Signature:
/s/



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PAPER FILING INSTRUCTIONS FOR ANSWER TO PRINCIPAL RESIDENCE/QUALIFIED AGRICULTURAL EXEMPTION APPEAL

Follow these instructions for filing this Small Claims answer form. For questions that are not answered by these instructions, please visit the Tribunal's website at www.michigan.gov/taxtrib or contact the Tribunal at 517-335-9760.

Mail the completed form to:

Michigan Tax Tribunal
611 W. Ottawa St., Lansing, MI 48933
U.S. Postal Mailing Address: PO BOX 30232, Lansing, MI 48909
Other Carriers (UPS, FedEx, DHL):
2nd Floor MTT, 2407 N. Grand River Avenue, Lansing, MI 48906

Section 1: Respondent's Contact Information: "Respondent" is not the assessor; Respondent is the unit of government filing the answer to the petition (i.e. city or township).

Section 2: Respondent's Attorney/Authorized Representative's Contact Information: Respondent must be represented by an attorney or authorized representative (i.e., assessor) to file an answer to the petition.

IMPORTANT: If the contact information for Respondent's attorney or authorized representative includes an email address, the Tribunal will use that email address to electronically serve all future documents issued by the Tribunal. A request by Respondent's attorney or authorized representative to opt out of electronic service once an email address is provided must be made in writing.

Section 3: Subject Property Information:

- **Are the parcels contiguous or adjoining:** If multiple parcels are being appealed, indicate whether they are adjoining (i.e., next to each other). If all parcels are not adjoining, list the parcels that are adjoining in separate groupings. Use a separate sheet of paper if necessary.
- **Parcel Identification Number:** List the parcel number of the property being appealed. Use the multiple parcel form for additional, contiguous parcels.
- **Classification of Property:** Check the classification of the property being appealed.
- **Does the subject property have a Principal Residence Exemption of 50% or more:** Indicate whether the property had a principal residence exemption of 50% or more for all tax years at issue on the date the petition was filed.



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Section 4: Explain Your Response to this Appeal: Provide the basis of Respondent's answer to the appeal and any necessary explanation.

Section 5: Jurisdictional Issues:

- **Check what action prompted this appeal:** Indicate what document or action occurred to cause Petitioner to appeal. Check only one.
- **If you check "other" above, explain:** If you selected "other" above, describe the action that prompted this appeal.
- **If Petitioner is appealing from a Board of Review denial:** Indicate which Board of Review took action.
- **List the date the Principal Residence Exemption or Qualified Agricultural Exemption was denied:** Provide the date listed on the denial notice.
- **List the tax year(s) denied:** Identify the tax years for which the exemption was denied.

Signature: A signature by Respondent's attorney or authorized representative is required.

REMINDERS:

You must submit the *original, completed, signed answer form* to the Tribunal. You should also keep a copy for yourself.

The Tribunal will issue a Notice of Filing after an answer is filed and indicate the case is ready for the scheduling of a hearing.

The Tribunal will send a notice of hearing to the parties no less than 45 days in advance of the hearing.

To check the status of your appeal, visit our website at www.michigan.gov/taxtrib and click on the "Docket Search" option.