

# Application for Exemption of Charitable Nonprofit Housing Property

Issued under the authority of Public Act 206 of 1893, Michigan Compiled Law 211.7kk. Filing is mandatory.

**Instructions:** A copy of the Charitable Nonprofit Organization's articles of incorporation and a deed or other documentation showing ownership must be sent to the State Tax Commission along with this application. If the governing body of the local unit adopted a resolution exempting the property from the collection of taxes prior to December 31, 2014, a copy of that resolution must also be sent to the State Tax Commission. In order to be processed in the current year, applications must be received by the State Tax Commission no later than October 31. If approved, the eligible nonprofit housing property will be exempt from taxes collected under the General Property Tax Act, Public Act 206 of 1893 for three or five years, whichever is authorized under MCL 211.7kk, based on the type of eligible nonprofit housing property. The Charitable Nonprofit Housing Organization and local unit assessing officer will be notified of the State Tax Commission's decision.

<b>PART 1: CHARITABLE NONPROFIT HOUSING ORGANIZATION INFORMATION</b>			
Name of Charitable Nonprofit Housing Organization		Email Address	
Name of Company Officer (First, Initial and Last)			Phone Number
Street Address	City	State	ZIP Code
<b>PART 2: ELIGIBLE NONPROFIT HOUSING PROPERTY INFORMATION</b>			
Name of Local Unit (Check Township or City) <input type="checkbox"/> Township <input type="checkbox"/> City		County	
Current Year Taxable Value	Property Address	Parcel Identification Number	
<b>PART 3: ELIGIBLE NONPROFIT HOUSING TYPE</b>			
Indicate the type of property by checking the appropriate box.			
a. <input type="checkbox"/> Single Family Dwelling	d. <input type="checkbox"/> Residential Building Lot	A Residential Building Lot may be vacant or can contain a structure that will be torn down within one year of the transfer of the lot to the organization. If a structure is on the lot, complete the additional information requested below:	
b. <input type="checkbox"/> Duplex			
c. <input type="checkbox"/> Multi-unit Building with four or fewer units	Date of Property Transfer: _____		
Number of Units (1, 2, 3 or 4): _____	Date of Demolition (completed or anticipated): _____		
<b>PART 4: ADDITIONAL REQUIRED DOCUMENTATION</b>			
Attach items 1 and 2, and 3 if appropriate, to the completed application.			
1. <input type="checkbox"/> Articles of incorporation for the above stated Charitable Nonprofit Housing Organization.			
2. <input type="checkbox"/> A copy of the deed or other documentation showing that the Charitable Nonprofit Housing Organization owns the subject property.			
3. <input type="checkbox"/> If this property was exempt under MCL 211.7kk prior to December 31, 2014, a copy of the local unit resolution approving the exemption.			
<b>PART 5: NARRATIVE DESCRIPTION</b>			
Detailed description of the rehabilitation or construction. Include interior and exterior changes, the number and function of rooms in the house, and a description of the fixed building equipment to be added or replaced. Attach additional pages if necessary.			
<b>PART 6: INTENDED USE OF ELIGIBLE NONPROFIT HOUSING PROPERTY</b>			
Does the Charitable Nonprofit Housing Organization intend to transfer the Eligible Nonprofit Housing Property to a low-income person to be used as that low-income person's principal residence after construction or renovation of the property is completed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>PART 7: CERTIFICATION</b>			
I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 612 of 2006, and to the best of my knowledge the charitable nonprofit organization has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local government unit and the issuance of a Charitable Nonprofit Housing Exemption Certificate by the State Tax Commission.			
I understand that this property tax exemption application is approved at public meetings and is subject to public disclosure requirements. In addition, the exemption information is included on local property tax rolls and is made available on a website maintained by the Michigan Department of Treasury for purposes of accurate assessment administration.			
Signature of Company Officer from Part 1			Date

The completed application and additional documentation can be emailed to [PTE@michigan.gov](mailto:PTE@michigan.gov) or mailed to:

Michigan Department of Treasury, State Tax Commission  
P.O. Box 30741  
Lansing, MI 48909

To avoid processing delays use either email or mail, not both.