



# *City of Hamtramck*

*3401 Evaline Street Hamtramck, Michigan 48212*

*Telephone 313-800-5233*

## **Previous Year Principal Residence Exemption Guidelines**

The deadline for filing a Principal Residence Exemption (PRE) for the Summer tax is June 1<sup>st</sup> and the deadline for the Winter tax is November 1<sup>st</sup>. If you qualify for the exemption but did not meet this filing deadline, the exemption may be adjusted by the City Assessor. The State of Michigan authorizes the City Assessor to grant exemptions for the current year plus three (3) years prior.

To be granted the Principal Residence Exemption, you will need to provide our department with documents showing you were living at your residence prior to June 1<sup>st</sup> or November 1<sup>st</sup>.

If you have one of the following, this is all you will be required to submit:

- Driver's license (showing date of address change)
- Voter's registration (showing date of registration)

If you do not have either of the above, at least three of the following may be submitted and will be evaluated by the City Assessor to determine sufficiency:

- Moving bill
- Utility bills (phone, cable TV, etc.)
- Income tax returns
- Insurance statements
- Bank statements
- Etc.

Once you have submitted the completed Principal Residence Exemption (PRE) affidavit, form #2368 and support documents listed above, the form and information will be submitted to the City Assessor during the first week of the next month for approval. If approved and a refund is required, the refund will be issued by the Hamtramck City Treasurer for the current year and from the Wayne County Treasurer for any previous years, this may take several weeks to process.

If you have any questions, please feel free to contact our office.

Sincerely,

Thomas D. Monchak

City of Hamtramck Assessor

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