

INSTRUCTIONS FOR HARDSHIP REDUCTION CITY OF SALINE

The 2008 Application for One Year Hardship Reduction has been modified to be in keeping with the requirements of the State of Michigan with regard to poverty exemptions. To be considered for a hardship reduction, the following information must be provided:

1. COMPLETE ALL SECTIONS OF THIS APPLICATION IN FULL: BE SURE TO SIGN THE APPLICATION
2. Submit a completed and signed copy of the following:
2007 Michigan Homestead Property Tax Credit Claim (MI 1040 CR)
2007 Income Tax Return, both Federal and Michigan for all persons residing in the Home or listed on the deed to the property.
3. If an occupant of your home is not employed but has income from another source, you must show the income in "Annual Income" on page 1 of your application. It must also be on page 3 under the "2008 Estimated Household Income" section and included in Total Projected Household Income for 2008.
4. If you completed the section on page one of the application indicating you have major or unusual out-of-pocket expenses, you must provide copies of documents verifying these expenses. This does not include everyday living expenses.
5. The application must be legible. If you need or want to provide additional information, please attach a separate sheet. Do not write in the margins of the application.
6. Do not submit originals of supporting documentation as we must keep these for our records and cannot return them.
7. If the application is incomplete or you do not include copies of the required financial documents, it may be considered ineligible for a hardship reduction.