

Previous Year Principal Residence Exemption Guidelines

The deadline for filing a Principal Residence Exemption (PRE) for the Summer tax is June 1st and the deadline for the Winter tax is November 1st. If you qualify for the exemption but did not meet this deadline, the exemption may be adjusted by the Township Assessor. The State of Michigan authorizes the Township 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 1st or November 1st.

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 but will be evaluated by the Township 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 Township Assessor during the first week of the next month for approval. If approved by the Township Assessor and a refund is required, the refund will be issued by the Northfield Township Treasurer for the current year and from the Washtenaw County Treasurer for any previous years.

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

Sincerely,
Thomas D. Monchak
Northfield Township Assessor

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