

CITY of DEARBORN, DEPARTMENT of ASSESSMENT

PROCEDURES for DIVISION of REAL PROPERTY into SEPARATE LEGAL DESCRIPTIONS

To request a property division, please complete the attached application and return to the **Department of Assessment**, Dearborn City Hall, 4500 Maple, Suite 3, Dearborn, Michigan, 48126.

The application must be completed in full and must include the following:

1. All property taxes must be paid and up to date.
2. Must have the signature of the legal owner(s), or authorized agent (with authorization letter), of the property(s) involved.
3. Must provide a recorded deed(s), including the full legal description, of the property to be split, as proof of ownership.
4. If there is a mortgage on the property, you must get written approval from the mortgage company.
5. If there is a Land Contract on this property, you must get written approval from the land contract holder.
6. Provide a Land Survey (NOT A "MORTGAGE SURVEY") showing the requested new parcels with all the appropriate measurements and new legal descriptions, signed, and sealed by a registered land surveyor.
7. Pay a Review Fee of \$50.00 plus \$50.00 for each new parcel to be created, by check only, made out to the City of Dearborn, to the Department of Assessment. All fees are non-refundable.
8. Proposed division must meet all zoning requirements or a variance from Zoning Board must be granted prior to approval.
9. Attached are two forms dealing with "Principal Residence Exemptions."
 - A. Fill out lines 1 through 9, line 13, and lines 17 through 19 of the form REQUEST TO RESCIND HOMEOWNER'S PRINCIPAL RESIDENCE EXEMPTION AFFIDAVIT for each property that has a "Principal Residence Exemption."
 - B. Fill out the PRINCIPAL RESIDENCE EXEMPTION AFFIDAVIT, leaving line 1 blank, (the Assessor's office will complete this line when a new Parcel ID number is assigned), for the new property(s) being created if it will be your principal residence.
10. Upon completion and approval of the application, new parcel numbers will be assigned by the Department of Assessment at the end of the year and will become effective for the upcoming assessment year.

IF YOU HAVE ANY QUESTIONS, CONTACT:

DEPARTMENT OF ASSESSMENT
313-943-2140

APPLICATION TO DIVIDE REAL PROPERTY into SEPARATE LEGAL DESCRIPTIONS

PLEASE PRINT

OWNERS/AGENT NAME: _____

OWNERS/AGENT ADDRESS: _____

TELEPHONE: Home _____

Cell _____

Work _____

PARCEL I. D. NUMBER(S) OF PROPERTY TO BE SPLIT:

(1) _____

(3) _____

(2) _____

(4) _____

NUMBER OF PARCELS TO BE CREATED: _____

ZONING: _____

ARE ALL TAXES PAID +/-or UP TO DATE? _____

Statement of Ownership

I, _____, being the legal owner of the above described
(Please Print)

parcels, request the division of said parcels per the attached application.

Signature of Owner

Date: _____

TAX MAILING ADDRESS and LEGAL DESCRIPTIONS of EACH PROPERTY to be CREATED

Tax Billing Information

Please print the name and address where the tax bills are to be sent for each new parcel created. If mailing address is different than property address, list both. Attach additional sheets, if necessary.

Parcel (1)

Parcel (2)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Legal Description Information

Print the legal descriptions of each property to be created (Page 1 No. 7). Attach additional sheets, if necessary

Parcel (1)

Parcel (2)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CITY of DEARBORN APPROVAL

BUILDING & SAFETY

Dave Norwood, Director DATE

CITY PLAN DEPARTMENT

John J. Nagy, City Planner DATE

LEGAL DEPARTMENT

Debra A Walling, Corporation Counsel DATE

CITY TREASURER

James J. O'Connor, City Treasurer DATE

DEPARTMENT OF ASSESSMENT

Bonnie Lynn Ordus, Acting City Assessor DATE

NOT APPROVED: _____

Homeowner's Principal Residence Exemption Affidavit

Issued under authority of P.A. 105 of 2003.

Completion of this affidavit constitutes a claim for a Homeowner's Principal Residence Exemption when filed with the local assessor of the city or township where the property is located. Filing this affidavit invalidates any previous Homeowner's Principal Residence Exemption the homeowner may have claimed. A Request to Rescind Homeowner's Principal Residence Exemption, Form 2602 must be filed with the local assessor for any previous claims.

Print or type in blue or black ink. Use a separate form for each property number.

Property Information		
▶ 1. Property Tax Identification Number	▶ 2. ZIP Code	
▶ 3. Street Address of Property	4. Name of Township or City <input type="checkbox"/> Township <input type="checkbox"/> City	5. County

6. Date the property in line 1, above, became your principal residence ▶ 6. _____
Month Day Year

The property in line 1 above is my:

▶ 6a. Principal residence

▶ 6b. Residential vacant contiguous or adjacent lot

▶ 7. Name of Owner (First, Middle, Last)	▶ 8. Owner's Social Security Number
▶ 9. Name of Co-Owner (First, Middle, Last)	▶ 10. Co-Owner's Social Security Number

11. Property owner's daytime telephone number 11. _____

12. If this parcel has more than one home on it, or if you own and live in one unit of a multiple-unit dwelling (or a multi-purpose property) give the percentage of the entire property that your unit (your principal residence) occupies. Your exemption will be based on this percentage ▶ 12. _____ %

13. Have you claimed a principal residence exemption for another Michigan principal residence? 13. Yes No

14. If yes, have you rescinded that principal residence exemption? 14. Yes No

15. Do you or your spouse claim an exemption, credit or deduction on property located in another state? 15. Yes No

16. Have you or your spouse filed a tax return as a resident of another state? 16. Yes No

Certification			
<i>I certify under penalty of perjury the information contained on this document is true and correct to the best of my knowledge.</i>			
17. Owner's Signature	Date	17a. Co-Owner's Signature	Date
17b. Mailing Address, if Different than Property Address Above			
18. Closing Agent or Preparer's Name and Mailing Address			

Local Government Use Only -- Do Not Write Below This Line	
19. Was an exemption in place prior to this affidavit being filed?	19. _____
▶ 20. What is the first year this exemption will be posted to the tax rolls?	▶ 20. _____
21. Indicate property classification	21. _____

Instructions for Form 2368, Homeowner's Principal Residence Exemption Affidavit

General Information

If you own and occupy your principal residence, it may be exempt from a portion of your local school operating taxes. To claim an exemption, complete this affidavit and file it with your township or city by May 1st of the year of the claim. Your local assessor will adjust your taxes on your next property tax bill. Note that this is an *exemption* from part of the taxes and does not affect your assessment.

Owning means you hold the legal title to the principal residence or that you are currently buying it on a notarized or recorded land contract. **Renters should not file this form.**

Occupying means this is your principal residence, the place you intend to return to whenever you go away. It is the address that appears on your **driver's license or voter registration card**. You may have only one principal residence at a time. Vacation homes and income property which you do not occupy as your principal residence, may not be claimed.

Rescinding Your Exemption. If you claim an exemption, then stop using it as a principal residence, you must notify your township or city assessor within 90 days of the change or you may be penalized. This can be done using the Form 2602, *Request to Rescind Homeowner's Principle Residence Exemption*.

Interest and Penalty. If it is determined that you claimed property that is not your principal residence, you may be subject to the additional tax plus penalty and interest as determined under the Property Tax Act.

Line-By-line Instructions

Lines not listed here are explained on the form.

Property Information

Line 1. Property is identified with a property tax identification number. This number will be found on your tax bill and on your property tax assessment notice. Enter this number in the space indicated. If you cannot find this number, call your township or city assessor. Submit a separate affidavit for each property being claimed.

Your property number is vital. Without it, your township or city cannot adjust your property taxes accurately.

Lines 2-5. Enter the complete address of the property you are claiming. Check the appropriate box for city or township. If you live in a village, list the township in which the principal residence is located.

Line 6. Your principal residence is the dwelling that you occupy as your permanent home and any vacant adjacent or contiguous properties that are classed residential. Indicate the date this property became your principal residence.

Lines 7-11. Enter the name, Social Security Number(s) and daytime telephone number of the legal owner(s). Do not include information for a co-owner who does not occupy the principal residence.

Note: The request for the Social Security number is authorized under section 42 USC 405 (c) (2) (C) (i). It is used by the Department of Treasury to verify tax exemption claims and to deter fraudulent filings. Any use of the number by closing agents or local units of government is illegal and subject to penalty.

Line 12. Multiple-Unit or Multi-Purpose Property. If you own and live in a multiple-unit or multi-purpose property (e.g., a duplex or apartment building, or a storefront with an upstairs flat), you can claim an exemption only for the portion that you use as your principal residence. Calculate your portion by dividing the floor area of your principal residence by the floor area of the entire building.

If the parcel of property you are claiming has more than one home on it, you must determine the percentage that you own and occupy as your principal residence. A second residence on the same property (e.g., a mobile home or second house) is not part of your personal residence, even if it is not rented to another person. Your local assessor can tell you the assessed value of each residence to help you determine the percentage that is your personal residence.

If you rent part of your home to another person, you may have to prorate your exemption. If your home is a single-family dwelling and the renters enter through a common door or your living area to get to their rooms, you may claim a 100 percent exemption if less than 50 percent of your home is rented to others who use it as a residence. However, if part of the home was converted to an apartment with a separate entrance, you must calculate the percentage that is your principal residence, by dividing the floor area of your principal residence by the floor area of the entire building.

Lines 13-16. Check the box or boxes that apply to you.

Certification

Sign and date the form. Enter your mailing address if it is different from the address at the top of the form.

Mailing Information

Mail your completed form to the township or city assessor in which the property is located. This address may be on your most recent tax bill or assessment notice. Do **not** send this form directly to the Department of Treasury.

If you have any questions, visit our Web site at www.michigan.gov/treasury or call 1-800-827-4000.

Request to Rescind Homeowner's Principal Residence Exemption

Issued under authority of Public Act 267 of 1994.

This form must be filed with the assessor for the city or township where the property is located.

Print or type in blue or black ink. Use a separate form for each property number.

Property Information			
▶ 1. Property Tax Identification Number		▶ 2. ZIP Code	
▶ 3. Street Address of Property		4. Name of Township or City <input type="checkbox"/> Township <input type="checkbox"/> City	5. County
▶ 6. Name of Owner (First, Middle, Last)		▶ 7. Owner's Social Security Number	
▶ 8. Name of Co-Owner (First, Middle, Last)		▶ 9. Co-Owner's Social Security Number	

10. Property owner's daytime phone number _____.

11. I am rescinding this property because (check appropriate box(es) below):	
a. I am no longer the owner of the property.	11a. <input type="checkbox"/>
b. I own the property, but I no longer occupy the property as my principal residence.	11b. <input type="checkbox"/>
c. I have converted the property to rental property.	11c. <input type="checkbox"/>
d. I have converted the property to commercial property.	11d. <input type="checkbox"/>
12. If the portion of the property in line 1 that you own and occupy as your principal residence has changed, enter the new percentage here _____ ▶ 12. _____ %	
13. Effective date of the change listed in either 11 or 12 _____ ▶ 13. _____ Month Day Year	
14. This rescission applies to:	
a. Owner and Co-owner as listed in boxes 6 and 8 above.	14a. <input type="checkbox"/>
b. Owner only, as listed in box 6 above.	14b. <input type="checkbox"/>
c. Co-owner only, as listed in box 8 above.	14c. <input type="checkbox"/>
15a. New Owner's Name	15b. New Co-Owner's Name

Certification				
<i>I certify under penalty of perjury the information contained on this document is true and correct to the best of my knowledge.</i>				
16. Owner's Signature		Date	17. Co-Owner's Signature	Date
18. Mailing Address, if Different than Property Address Above				
19. Closing Agent or Preparer's Name and Mailing Address				

Local Government Use Only -- Do Not Write Below This Line	
What is the first year this change will be posted to the tax roll?	▶ 20. _____
Indicate property classification	21. _____

Instructions for Form 2602, Request to Rescind Homeowners Principal Residence Exemption

General Instructions

This form enables people who are selling or converting their home to another use to rescind their exemption. It also enables people to change the percentage that they occupy as their principal residence.

Interest and Penalty. If it is determined that you claimed property that is not your principal residence, you may be subject to the additional tax plus penalty and interest as determined under the Property Tax Act.

Line-by-Line Instructions

Lines not listed here are explained on the form.

Property Information

Line 1. Property is identified with a property tax identification number. This number will be found on your tax bill and on your property tax assessment notice. Enter this number in the space indicated. If you cannot find this number, call your township or city assessor. **Submit a separate Form 2602 for each exemption being rescinded.** Your property number is vital; without it, your township or city cannot adjust your property taxes accurately.

Lines 2-5. Enter the complete property address of the exemption you are rescinding. Check the appropriate box for the city or township. If you live in a village, list the township in which the principal residence is located.

Lines 6-10. Enter the name, Social Security Number(s) and daytime telephone number of the legal owner(s). Do not include information for a co-owner who does not occupy the principal residence.

Note: The request for the Social Security Number is authorized under section 42 USC 405 (c) (2) (C) (i). It is used by the Department of Treasury to verify tax exemption claims and to deter fraudulent filings. Any use of the number by closing agents or local units of government is illegal and subject to penalty.

Change an Existing Exemption

You are required to rescind a principal residence exemption when you no longer own and occupy the property as your principal residence. The exemption will be removed December 31st of the year you rescind the exemption.

Line 11. Check the box(es) that most accurately reflects reason you are rescinding your exemption.

Line 12. If you own and live in a multiple-unit or multi-purpose property (e.g. a duplex or apartment building, or a storefront with an upstairs flat), you can claim an exemption only for the portion that you use as your principal residence. Calculate your portion by dividing the floor area of your principal residence by the floor area of the entire building.

If the parcel of property you are claiming has more than one home on it, you must determine the percentage that you own and occupy as your principal residence. A second residence on the same property (e.g. a mobile home or second house), is not part of your principal residence even if it is not rented to another person. Your local assessor can tell you the assessed value of each residence to help you determine the percentage that is your principal residence.

If you rent part of your home to another person, you may have to prorate your exemption. If your home is a single-family dwelling and the renters enter through a common door of your living area to get to their rooms, you may claim 100 percent exemption if less than 50 percent of your home is rented to others who use it as a residence. However, if part of the home was converted to an apartment with a separate entrance, you must calculate the percentage that is your principal residence, by dividing the floor area of your principal residence by the floor area of the entire building.

Line 13. Enter the date that the change(s) indicated on lines 11 and 12 above became effective.

Line 14. Select the appropriate box.

Line 15. If this rescission is being done because of a change in ownership, list the new owner and, if applicable, co-owner on the appropriate lines.

Certification

Sign and date the form. Enter your mailing address if it is different from the address on line 3.

Mailing Information

Mail your completed form to the township or city assessor in which the property is located. This address may be on your most recent tax bill or assessment notice. Do **not** send this form directly to the Department of Treasury.

If you have any questions, visit our Web site at www.michigan.gov/treasury or call 1-800-827-4000.