Michigan Department of Treasury
2602 (Rev. 04-19)

**ASSESSOR'S DATE STAMP**

# Request to Rescind Principal Residence Exemption (PRE)

Issued under authority of Public Act 206 of 1893.

This form must be filed with the assessor for the city or township where the property is located. This address may be on your most recent tax bill or assessment notice. For more information regarding the PRE, please review the PRE guidelines at www.michigan.gov/pre.

**Type or print in blue or black ink.**

## PART 1: PROPERTY INFORMATION Type or print legibly. Use a separate form for each property tax identification number.

| 1. Property Tax Identification Number | 2. Name of Local Unit (Check Township or City) ☐ Township ☐ City | 3. County |
|---|---|---|
| 4. Street Address of Property (Provide a Complete Address) | | |
| 5. Name of Owner (First, Middle, Last) | 6. Owner's Last Four Digits of Social Security Number XXX-XX- | 7. Owner's Daytime Telephone Number |
| 8. Name of Co-Owner (First, Middle, Last) | 9. Co-Owner's Last Four Digits of Social Security Number XXX-XX- | 10. Co-Owner's Daytime Telephone Number |

## PART 2: RESCIND INFORMATION

11. I am rescinding the Principal Residence Exemption claimed for this property because (check appropriate box(es) below):

- ☐ a. I am no longer the owner of the property.
- ☐ b. I own the property, but I no longer occupy the property as my principal residence.
- ☐ c. I have converted the property to rental property.
- ☐ d. I have converted the property to commercial property.
- ☐ e. Other: _____

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 5 and 8 above.
- ☐ b. Owner only, as listed in box 5 above.
- ☐ c. Co-owner only, as listed in box 8 above.

| 15a. New Owner's Name | 15b. New Co-Owner's Name |
|---|---|
| | |

## PART 3: OWNER CERTIFICATION

***Certification:*** *I certify under penalty of perjury the information contained on this document is true and correct to the best of my knowledge.*

| 16. Owner's Signature/Representative | Date |
|---|---|
| 17. Co-Owner's Signature/Representative | Date |
| 18. Mailing Address, if Different than Property Address Above | |

## PART 4: ASSESSOR'S CERTIFICATION — FOR LOCAL GOVERNMENT USE ONLY

| ***Certification:*** *I certify, the Request to Rescind, was properly processed and the PRE was removed and/or adjusted accordingly.* | What is the first year this change will be posted to the tax roll (yyyy)? _____ |
|---|---|
| Assessor's Signature | Date Certified by Assessor (mm/dd/yyyy) |

# Instructions for Form 2602
# Request to Rescind 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.*

### PART 1: 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 2-4:** 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 5-10:** Enter the name, the last four digits of the Social Security Number(s) and the daytime telephone number of the legal owner(s).

**NOTE:** The request for the last four digits of the Social Security Number is authorized under section 42 USC 405 (c) (2) (C) (i).

### PART 2: RESCIND INFORMATION

#### 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.

### PART 3: OWNER CERTIFICATION

Sign and date the form. Enter your mailing address if it is different from the address on line 4.

### PART 4: ASSESSOR'S CERTIFICATION — FOR LOCAL GOVERNMENT USE ONLY

This form is not valid unless certified by an assessor. The assessor must properly process the form and remove and/or adjust the Principal Residence Exemption, accordingly.

#### 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 contact your local assessor or the PRE Unit of the Michigan Department of Treasury at 517-335-7487, or visit **www.michigan.gov/PRE**.