

REQUEST TO RESCIND/WITHDRAW HOMESTEAD EXEMPTION

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

Property Information (Always complete this section.)

Type or print legibly. Use a separate form for each property number.

▶ 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 owners daytime phone number. () _____	

PART A: Change an Existing Exemption

Complete this portion to rescind or change the percent of the exemption currently in place.

11. Check this box if you have sold, transferred or converted this property from your principal residence to another use such as rental property, commercial property or property waiting to be sold ▶11.

12. If the portion of the property in number 1 above that you own and occupy as your principal residence has changed, enter the new percentage here ▶12. _____ %

13. Enter the effective date of the change listed in either 11 or 12 ▶13. Month Day Year

▶ 14. New Owner's Name	▶ 15. New Co-Owner's Name
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PART B: Withdrawal

Complete this portion if the property is receiving an exemption in error and did not qualify.

16. Enter the first year the exemption was received in error _____

Office Use Only	
▶16a.	▶16b.

Certification

I certify, under penalty of perjury, the information contained on this form is true and correct to the best of my knowledge.

▶ 17. Owner's Signature	Date	▶ 18. Co-Owner's Signature	Date
▶ 19. Mailing address if different than property address (street, or RR#, City and ZIP)			
▶ 20. Closing Agent or Preparer's Name & Mailing Address			

Do not write below this line - Local Government Use Only

▶ 21. What is the first year you will post the change in Part A to the tax roll? ▶21. Year _____

▶ 22. Indicate property classification _____

Instructions for Form 4660

Principal Residence Exemption (PRE) Active Duty Military Affidavit

This form enables a person with an established Principal Residence Exemption (PRE) to retain that PRE while on active duty in the United States armed forces if the principal residence is rented or leased. Property that currently qualifies as a principal residence continues to qualify for three years after any portion of the dwelling or unit included in, or constituting the principal residence, is rented or leased to another person and is used as a residence. All of the following conditions must be satisfied:

- The owner of the dwelling or unit is absent while on active duty in the armed forces of the United States.
- The dwelling or unit would otherwise qualify as the owner's principal residence.
- The owner files Form 4660 with the assessor of the local tax collection unit on or before May 1 attesting that he/she intends to occupy the dwelling or unit as a principal residence upon completion of active duty in the United States armed forces.

PART 1: PROPERTY INFORMATION

The following information must be provided to the assessor to process your affidavit:

- Property is identified with a property tax identification number. This number can 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. Your property number is essential. Without it, your township or city cannot accurately adjust your property taxes.
- Enter the first tax year in which this Affidavit will become effective.
- Enter the complete property address of the exemption you are retaining.
- Enter the name of the township or city in which the property is located and check the appropriate box for city or township. If you live in a village, list the township in which the property located.
- Enter the owner and co-owner's complete name. Do not include information for a co-owner who did not occupy the property.
- Enter the Social Security Number(s) of the legal owner(s). 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.
- Enter the daytime phone number of the owner(s). This number is important because the assessor may need to contact the owner(s) to verify information in order to process this Affidavit.

PART 2: REQUIREMENTS

The questions listed in Part 2 are very important in determining eligibility for the retention of the exemption. These questions must be answered truthfully and to the best of the owners' knowledge. Failure to answer these questions may result in processing delays of this Affidavit and/or result in a subsequent denial of the exemption. A copy of the Active Duty Orders must be submitted with this Affidavit.

PART 3: CERTIFICATION

The form must be signed and dated by the owners listed in Part 1. Provide the owner's current and complete mailing address.

INTEREST AND PENALTY

If it is determined that the claimed property was not the owner's principal residence, or that the requirements are not met, the owner(s) may be subject to additional tax plus penalty and interest as determined under the General Property Tax Act.