
Principal Residence Exemption
Request for Prior Year(s)

**** SEE DOCUMENTATION SHEET FOR EXAMPLES OF ACCEPTABLE DOCUMENTS TO PROVIDE ***

Complete by Person Requesting Exemption

PARCEL NUMBER: _____

PROPERTY ADDRESS: _____

OWNER NAME: _____

OWNER PHONE #: _____

DATE OWNED & OCCUPIED: _____

YEAR(S) REQUESTED: _____

NAME (PRINTED): _____

SIGNATURE: _____

DATE: _____

TOWNSHIP/CITY USE (do not write below this line)

PRE AFFIDAVIT INCLUDED OR ON FILE: _____ YES _____ NO

SUPPORTING DOCS PROVIDED: _____ YES _____ NO

DOCUMENTS PROVIDED:
(Income Taxes, Utility bills etc)

REVIEWED BY: _____

DATE REVIEWED: _____

SIGNATURE: _____

What documentation is acceptable to verify OCCUPANCY?

Proof of occupancy as a principal residence does not depend on any particular fact, but on whether all the facts and circumstances taken together tend to establish that the property was occupied by the person asserting eligibility for the PRE. **Documentation should be for the years of the audit that you owned the property.** Generally, documentation demonstrating occupancy may include:

- A. Both sides of a driver's license with the property address.***
- B. Federal and/or State Income Tax returns with the property address***
- C. A voter's registration record.***
- D. Motor vehicle registration or Insurance.***
- E. Utility bills with the mailing address of the property.***
- F. Cable bills with the mailing address of the property.***
- G. Telephone bills with the mailing address of the property.***
- H. Bank and charge accounts showing purchases in the vicinity of the property.***
- I. Medical bills with the mailing address of the property.***
- J. Medical Insurance Invoices (premiums)***
- K. Payroll Stubs***