Michigan Department of Treasury
4640 (Rev. 07-08)

Conditional Rescission of Principal Residence Exemption (PRE)

Issued under authority of Public Act 206 of 1893.

Read the instructions before completing the form. This form must be filed with the assessor for the city or township where the property is located on or before May 1 of the first year the exemption is being claimed. For 2008 only, if the May 1, 2008 deadline was missed, the property owner may file an appeal with the 2008 July Board of Review or the 2008 December Board of Review to claim a conditional rescission for the 2008 tax year. In addition, this form must be submitted to the assessor annually on or before December 31 to verify the property still complies with the conditional rescission requirements in order to receive the exemption for the following year. This conditional rescission may only be effective beginning with the 2008 tax year. Use a separate form for each property tax identification number.

PART 1: CONDITIONAL RESCISSION TYPE

Check the box that corresponds to your conditional rescission (check one box only)

☐ Initial Request ☐ Second Year Annual Verification ☐ Third Year Annual Verification

Applicable Tax Year (yyyy)

PART 2: PROPERTY INFORMATION

Property Tax Identification Number			ZIP Code
Street Address of Property	Name of Township or City ☐ Township ☐ City		County
Owner's First and Middle Names	Owner's Last Name	Owner's Social Security Number	Owner's Daytime Telephone Number
Co-Owner's First and Middle Names	Co-Owner's Last Name	Co-Owner's Social Security Number	Co-Owner's Daytime Telephone Number

PART 3: REQUIREMENTS

PRIOR PRINCIPAL RESIDENCE IN PART 2

When did the owner(s) of the property in Part 2 relocate? (mm/dd/yyyy)

When was the property listed for sale? (mm/dd/yyyy)

Is the property currently for sale?
☐ Yes ☐ No

If yes, enter an MLS listing or provide other proof that the property is currently for sale.

Does anyone currently occupy/live in the home located on the property?
☐ Yes ☐ No

Is the property currently leased?
☐ Yes ☐ No

Is the property used for any business or commercial purpose?
☐ Yes ☐ No

CURRENT PRINCIPAL RESIDENCE

Where did the owner(s) move to? (provide complete address)

County

Property Tax Identification Number

Attach a current tax bill and a PRE Affidavit (Form 2368) for the current principal residence.

PART 4: OWNER CERTIFICATION

I (we) certify under penalty of perjury the information provided on this document is true and correct to the best of my (our) knowledge.

Owner's Signature			Date
Co-Owner's Signature			Date
Owner's Current Mailing Address	City	State	ZIP Code

Mail the completed form and necessary documentation to the assessor for the city or township in which the property is located. This address may be on the 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 (517) 373-1950.

LOCAL GOVERNMENT USE ONLY – DO NOT WRITE BELOW THIS LINE

What is the tax year this conditional rescission will take effect? (yyyy)

What is the property classification?

Instructions for Form 4640
Conditional Rescission of a Principal Residence Exemption (PRE)

This form enables a person who has established a new principal residence to retain a Principal Residence Exemption (PRE) on property previously exempt as the owner's principal residence. The conditional rescission allows an owner to receive a PRE on his or her current Michigan property and on previously exempted property simultaneously if certain criteria are met. An owner may receive the PRE on the previous principal residence for up to three years if that property is not occupied, is for sale, is not leased, and is not used for any business or commercial purpose.

PART 1: CONDITIONAL RESCISSION TYPE

To initially qualify for a conditional rescission, this form must be filed with the assessor for the city or township on or before May 1 of the year of the claim. For 2008 only, if the May 1, 2008 deadline was missed, the property owner may file an appeal with the 2008 July Board of Review or the 2008 December Board of Review to claim a conditional rescission for the 2008 tax year. The owner must annually submit this form on or before December 31 to verify to the assessor that the property for which the PRE is retained is not occupied, is for sale, is not leased, and is not used for any business or commercial purpose. Submit a separate Form 4640 for each exemption being conditionally rescinded.

- Check the "Initial Request" box if this is the first year of the conditional rescission (on or before May 1 of the year of the claim).
- Check the "Second Year Annual Verification" box if verifying the property still complies with the conditional rescission requirements for the second year (on or before December 31 of the year prior to the second year).
- Check the "Third Year Verification" box if verifying the property still complies with the conditional requirements for the third year (on or before December 31 of the year prior to the third year).
- Provide the applicable tax year of the conditional rescission.

For example, if it is April 21, 2008, and it is your initial request for a conditional rescission, you would check the "Initial Request" box and enter tax year 2008. In the same example, to retain a PRE for a second year, you must submit this form again by December 31, 2008, check the "Second Year Annual Verification" box, enter tax year 2009 and verify the conditional requirements are met for the second year. You must submit this form again by December 31, 2009, to retain a PRE for a third year, check the "Third Year Annual Verification" box, enter tax year 2010 and verify the conditional requirements are met for the third year.

If the owner does not annually verify to the assessor, or the assessor finds the property does not meet these conditional requirements, the assessor shall deny the PRE on that property. If the property is found to be leased, the assessor shall deny the conditional rescission, and the denial will be retroactive and effective on December 31 of the year immediately preceding the year in which the property was leased. If the property was receiving a partial exemption, the partial exemption will be maintained during the conditional rescission.

PART 2: PROPERTY INFORMATION

All of the information in Part 2 must be provided to the assessor to process your conditional rescission.

- 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. Your property number is vital; without it, your township or city cannot adjust your property taxes accurately.
- Enter the complete property address of the exemption you are rescinding.
- 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 is 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 the conditional rescission.

PART 3: REQUIREMENTS

The questions listed in Part 3 are very important in determining eligibility for the conditional rescission. 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 the conditional rescission and/or result in a subsequent denial.

PART 4: CERTIFICATION

The form must be signed and dated by the owners listed in Part 2. 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 the conditional 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.