

PRINCIPAL RESIDENCE EXEMPTION REQUEST FOR PRIOR YEARS

July/December Board of Review Only

**see documentation sheet for examples of acceptable documents to provide proof of primary residency.

PARCEL #: _____

PROPERTY ADDRESS: _____

OWNER NAME: _____

OWNER PHONE #: _____

DATE OWNED & OCCUPIED: _____

YEAR(S) REQUESTED: _____

NAME (PRINTED): _____

SIGNATURE: _____

DATE: _____

TOWNSHIP USE (do not write below this line)

PRE AFFIDAVIT INCLUDED ON FILE: _____ YES _____ NO

SUPPORTING DOCS PROVIDED: _____ YES _____ NO

DOCUMENT(S) PROVIDED: _____

(Income Tax, Utility Bills, etc.) _____

REVIEWED BY: _____

DATE REVIEWED: _____

BOARD OF REVIEW: _____ JULY _____ DECEMBER

YEARS: _____

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. Documents 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.