



CITY OF DETROIT  
 OFFICE OF THE CHIEF FINANCIAL OFFICER  
 OFFICE OF THE ASSESSOR  
 Operations and Administrative Services

COLEMAN A. YOUNG MUNICIPAL CENTER  
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**PRINCIPAL RESIDENCE EXEMPTION PRIOR YEAR ADJUSTMENT SUPPORTING DOCUMENTATION REQUEST**

**Part 1: Owner and Property Information**

Name of Owner: \_\_\_\_\_  
 Name of Co-Owner: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**Parcel ID #:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

Dear taxpayer:

You have submitted Form 2368 Principal Residence Exemption Affidavit (PRE) to the Office of the Assessor. The Affidavit indicated a prior year occupancy date. To receive a prior year adjustment, you are required to furnish proof of residency within 30 days of filing a Principal Residence Exemption Affidavit (PRE) to our office. Documentation must meet the requirements for the exemption for the current calendar year or the immediate preceding three calendar years.

**Years petitioning (please check all that apply):**

2024  2023  2022

**Submitted documentation used to provide proof of residence for all 3 years (please check all that applies):**

- |  |  |
|--|--|
| ➤ Valid State Issued Driver's License/ ID <input type="checkbox"/> | Bank Statements w/o account information <input type="checkbox"/> |
| ➤ Voters Registration Card <input type="checkbox"/>                | Medical Bills <input type="checkbox"/>                           |
| ➤ Utility Bill <input type="checkbox"/>                            | Current Court Documents <input type="checkbox"/>                 |
| ➤ Income Tax Return <input type="checkbox"/>                       | Motor Vehicle Registration <input type="checkbox"/>              |

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**An owner who owned and occupied a principal residence within the time period prescribed in MCL 211.7cc(2) for which the exemption was not on the tax roll must file Form 2368 *Principal Residence Exemption (PRE) Affidavit* with the local tax collecting unit claiming an exemption under this section for the current calendar year or the immediately preceding three calendar years.**