

---

Principal Residence Exemption  
Request for Prior Year(s)  
July/December Board of Review Only

**\*\* 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: \_\_\_\_\_

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. **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. Motor vehicle registration or Insurance.***

***D. Utility bills (internet, phone, electric) with the mailing address of the property.***

***E. Payroll Stubs***

***F. Medical bills with the mailing address of the property.***

***G. Medical Insurance Invoices (premiums)***

***H. Income Statements (Social Security, Disability etc)***