

## **Board of Review (BOR) Principal Residence Exemption (PRE) Request for Current & Previous 3 Years**

Property owners who did not file a PRE Affidavit form with the Office of the City Assessor prior to the June 1 or November 1 deadline, may request consideration from the July or December BOR. To be eligible for the PRE, owners must own and occupy the property as their primary residence and may not claim a similar exemption elsewhere. Claiming a PRE allows the owner to be exempt from paying school operating taxes on a property tax bill. Completed forms should be returned to the Office of the City Assessor with the completed **PRE Affidavit Form 2368** by July 1 for consideration by the July BOR or December 1 for consideration by the December BOR. Forms may be e-mailed, mailed or faxed.

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Owner Name:

Property Address

Parcel Number:

E-mail:

Phone Number:

Tax year(s) for which the owner is requesting PRE approval:

2020          2019          2018          2017

Date property both owned and occupied by owner:

By providing my name or signature below, I certify that I am requesting the Board of Review to approve the PRE at the above identified location and that I am not claiming a similar exemption elsewhere:

Date

Office of the City Assessor  
7900 S Westnedge Ave  
Portage, MI 49002  
(P) 269 329-4431 (F) 269 324-8073  
**E-mail: [assessingdept@portagemi.gov](mailto:assessingdept@portagemi.gov)**