

Additional Instructions to Prove Occupancy for the PRE Application

As part of completing the [Principal Residence Exemption \(Homestead\) Application form](#) you may need to prove occupancy at the property address, especially if you are claiming you lived at the property starting in an earlier tax year. To prove you occupied the property, send copies of two documents from the below list (original documents will not be returned). The documents must show the property address and dates when you started living there.

Accepted documents:

- driver's license;
- voter registration record;
- vehicle registration;
- income tax returns showing the mailing address;
- utility bills showing active service throughout the year and mailing address and person who is to be billed;
- bank/charge accounts showing purchases within the vicinity of the property;
- medical billings from physicians within the vicinity of the property;
- and/or insurance policies.

The Assessor may ask for subsequent documentation to prove your claim.

It's preferred you email the forms to Assessor Brent Desjarlais at bpsassessing@gmail.com

You may also mail documents to:

BPS Assessing
1800 16th Avenue
Menominee, MI 49858