

## START HERE TO FILE PRINCIPAL RESIDENCE EXEMPTION

### **FILE:**

FORM 2368 PRE-AFFIDAVIT If filed before May 31 of each year for Townships that collect taxes in the summer then it will go on for that year. Nothing more to be done.

It's for October 31 for Townships that collect winter taxes (MITCHELL TWP) does it for winter taxes.

### **If you miss the deadline: Then you will need to file:**

Form 2368 Pre-Affidavit and Request PRE for July & Dec from Owner form, please make sure to sign and date and fill out the form as best as you can.

Form 2368 & Request PRE for July & Dec from owner can be found under Principal Residence Exemption Forms

**OR** you can fill out the July& Dec only BOR Petition and fill in box #1 and #3 And sign and date it along with address and telephone number. This would be the better choice.