



Agenda
City of Charlevoix Board of Review Regular Meeting
Tuesday, December 9, 2025 - 2:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Call to Order and Roll Call**
- 2. New Business**
 - A. Assessor's Agenda of Corrections
- 3. Approval of Minutes**
 - A. Motion to approve the Chair to approve the minutes, according to *Roberts Rules of Order*
- 4. Public Comment**
- 5. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix Board of Review

New Business

Title: Assessor's Agenda of Corrections

Date: December 9, 2025

Presented By: Joe Lavender, Assessor/GIS Coordinator

Background:

Recommendation:

Attachments:

1. Assessors Agenda
2. Qualified Errors
3. 2025 Poverty Exemption Policy Adopted 01.20.2025

December Board of Review

9-Dec-25

Assessor's Agenda of Corrections

Petition	Parcel Number	Owners Name	Action	2025	2024
1	052-152-001-00	Janice Spica-Buchman	Qualified error, Recapping for family transfer	x	
2	052-270-005-00	Selphish Properties	Increase taxable value to account for finished reconstruction	x	
3	052-270-005-00	Selphish Properties	Increase taxable value to account for finished reconstruction		x
4	052-270-062-40	Joseph & Erin Simney	Poverty Exemption Consideration	x	
5	052-254-009-50	Benjamin Kommeier & Marta	Qualified error, Adjust value to reflect the interior construction	x	
6	052-140-061-00	Mark & Ruth Murray	Poverty Exemption Consideration	x	

July/December Board of Review Affidavit

Issued under authority of P.A. 206 of 1893. Filing is mandatory.

Petition/Docket #: 25DBOR-01

The authority for July/December Board of review action is stated in the General Property Tax Act, MCL 211.53b. The July/December Board of Review can take action regarding qualified errors verified by the accessor (MCL 211.53b(1), (8)). The July/December Board of Review can also take action under MCL 211.53b regarding a poverty exemption for the current year under MCL 211.7u; a qualified agricultural property exemption under MCL 211.ee for the current year, which has been denied by the assessor; a qualified agricultural property exemption under MCL 211.ee that was not on the assessment roll for the current year and one prior year; or a qualified forest property exemption under MCL 211.7jj(1) that was not on the assessment roll for the current year and one prior year. In addition, other statutes, such as MCL 211.7b related to the disabled veterans exemption, and MCL 211.7ss related to the eligible development property exemption, provide authority for the July/December Board of Review to take action.

Form 3128 (L-4035a) must be completed by the Board of review and made a part of the Board of Review Records whenever a change is made to a parcel of property which causes a change in taxable value.

PART A: PROPERTY IDENTIFICATION				
Owner Name SPICA-BUCHMAN JANICE K L/E				
Owner Street Address 31195 FRANKLIN FAIRWAY		City FARMINGTON HILLS	State MI	ZIP Code 48334-1864
Parcel Number 052-152-001-00	Property School District CHARLEVOIX PUBLIC SCHOOL		Property Classification 401	
Property Street Address 201 NICHOLS ST		City CHARLEVOIX	State MI	ZIP Code 49720

PART B: BOARD OF ADJUSTMENTS				
Item or Taxing Authority	Note or Millage	Original	Adjusted	Difference
CITY OF CHARLEVOIX				
Assessed Value	DBOR	160,300	160,300	0
Taxable Value	12/09/2025	160,300	73,073	-87,227
P.R.E.		0.00 %	0.00 %	0.00 %
Property Class		Residential		
School District		15050		
Classification		Ad Valorem		
TOTALS				

Reason for change (see instructions on page 2.)

- Poverty Exemption
- Qualified Agricultural Exemption
- Disabled Veterans Exemption
- Qualified Forest Exemption
- Eligible Development Property Exemption
- Qualified Error Recapping
(State specific qualified error in 211.53b(6))

Explanation: *MCL 211.27a(4) - Recapping*

PART C: CERTIFICATION, BOARD OF REVIEW MEMBERS

We, the undersigned members of CITY OF CHARLEVOIX Board of Review, swear to affirm the above information is, to the best of our knowledge, true.

Signature	Date
Signature	Date
Signature	Date

The Board of Review is required to file this affidavit within 30 days with the proper officials to have all affected official records corrected. If the qualified error results in an overpayment or underpayment, the rebate, including any interest paid, must be made to the taxpayer or the taxpayer must be notified and payment made within 30 days of the notice. (MCL 211.53b(1)) Authorities

Distribute copies of this form to the property owner, the County Treasurer, the County Equalization Department, and the treasurers of all other affected taxing authorities. Retain a copy on file at the local unit.

L-4260

OFFICE USE ONLY

AUG 19 2025

Property Transfer Affidavit

This form is issued under authority of P.A. 415 of 1994. Filing is mandatory.

This form must be filed whenever real estate or some types of personal property are transferred (even if you are not recording a deed). **The completed Affidavit must be filed by the new owner with the assessor for the city or township where the property is located within 45 days of the transfer.** The information on this form is NOT CONFIDENTIAL.

1. Street Address of Property 201 Nichols St		2. County Charlevoix		3. Date of Transfer (or land contract signed) 06/18/2024	
4. Location of Real Estate (Check appropriate field and enter name in the space below.) <input checked="" type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village Charlevoix			5. Purchase Price of Real Estate 229,200		
7. Property Identification Number (PIN). If you don't have a PIN, attach legal description. PIN. This number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is found on the property tax bill and on the assessment notice. 052-152-001-00			6. Seller's (Transferor) Name Clifford M Buchman Irrevocable Trust		
			8. Buyer's (Transferee) Name and Mailing Address Janice K Spica-Buchman, 31195 Franklin Fairway Farmington Hills, MI 48334		
			9. Buyer's (Transferee) Telephone Number 248-761-0832		
Items 10 - 15 are optional. However, by completing them you may avoid further correspondence.					
10. Type of Transfer. <u>Transfers</u> include, but are not limited to, deeds, land contracts, transfers involving trusts or wills, certain long-term leases and business interest. See page 2 for list. <input type="checkbox"/> Land Contract <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Deed <input type="checkbox"/> Other (specify) _____					
11. Was property purchased from a financial institution? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		12. Is the transfer between related persons? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Amount of Down Payment	
14. If you financed the purchase, did you pay market rate of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No			15. Amount Financed (Borrowed)		

EXEMPTIONS

Certain transfers are exempt from uncapping. If you believe your transfer qualifies for an exemption, please indicate the type of exemption you're claiming below. Note that if an exemption is claimed, your assessor may request additional information to support your claim.

- Transfer from one spouse to the other spouse.
- Change in ownership solely to exclude or include a spouse.
- Transfer between certain family members *(see page 2). Describe relationship from each Transferor to each Transferee, attach additional page if necessary. Seller Name: Clifford Buchman Buyer Name: Janice K Spica-Buchman
Relationship of Buyer to Seller: Clifford Buchman is late husband of Janice K Spica-Buchman
- Transfer of that portion of a property subject to a life lease or life estate (until the life lease or life estate expires).
- Transfer between certain family members of that portion of a property after the expiration or termination of a life estate or life lease retained by transferor ** (see page 2). Describe relationship from each Transferor to each Transferee, attach additional page if necessary. Seller Name: _____ Buyer Name: _____
Relationship of Buyer to Seller: _____
- Transfer to effect the foreclosure or forfeiture of real property.
- Transfer by redemption from a tax sale.
- Transfer into a trust where the settlor or the settlor's spouse conveys property to the trust and is also the sole beneficiary of the trust.
- Transfer resulting from a court order unless the order specifies a monetary payment.
- Transfer creating or ending a joint tenancy if at least one person is an original owner of the property (or his/her spouse).
- Transfer to establish or release a security interest (collateral).
- Transfer of real estate through normal public trading of stock.
- Transfer between entities under common control or among members of an affiliated group.
- Transfer resulting from transactions that qualify as a tax-free reorganization under Section 368 of the Internal Revenue Code.
- Transfer of qualified agricultural property when the property remains qualified agricultural property and affidavit has been filed.
- Transfer of qualified forest property when the property remains qualified forest property and affidavit has been filed.
- Transfer of land with qualified conservation easement (land only - not improvements).
- Other, as described in MCL 211.27a, specify: _____

CERTIFICATION: I certify that the information above is true and complete to the best of my knowledge.

Printed Name Janice K Spica-Buchman		Signature <i>Janice K. Spica-Buchman</i>		Date 8/19/25
Name and title, if signer is other than the owner Owner	Daytime Phone Number 248-761-0832	Email Address <i>janiebgood@msn.com</i>		

July/December Board of Review Affidavit

Issued under authority of P.A. 206 of 1893. Filing is mandatory.

Petition/Docket #: 25DBOR-02

The authority for July/December Board of review action is stated in the General Property Tax Act, MCL 211.53b. The July/December Board of Review can take action regarding qualified errors verified by the accessor (MCL 211.53b(1), (8)). The July/December Board of Review can also take action under MCL 211.53b regarding a poverty exemption for the current year under MCL 211.7u; a qualified agricultural property exemption under MCL 211.ee for the current year, which has been denied by the assessor; a qualified agricultural property exemption under MCL 211.ee that was not on the assessment roll for the current year and one prior year; or a qualified forest property exemption under MCL 211.7jj(1) that was not on the assessment roll for the current year and one prior year. In addition, other statutes, such as MCL 211.7b related to the disabled veterans exemption, and MCL 211.7ss related to the eligible development property exemption, provide authority for the July/December Board of Review to take action.

Form 3128 (L-4035a) must be completed by the Board of review and made a part of the Board of Review Records whenever a change is made to a parcel of property which causes a change in taxable value.

PART A: PROPERTY IDENTIFICATION				
Owner Name SELPHISH PROPERTIES				
Owner Street Address 214 ANTRIM ST		City CHARLEVOIX	State MI	ZIP Code 49720-3300
Parcel Number 052-270-005-00	Property School District CHARLEVOIX PUBLIC SCHOO		Property Classification 401	
Property Street Address 212 ANTRIM ST		City CHARLEVOIX	State MI	ZIP Code 49720

PART B: BOARD OF ADJUSTMENTS				
Item or Taxing Authority	Note or Millage	Original	Adjusted	Difference
CITY OF CHARLEVOIX				
Assessed Value	DBOR	156,900	156,900	0
Taxable Value	12/09/2025	60,709	75,259	14,550
P.R.E.		0.00 %	0.00 %	0.00 %
Property Class		Residential		
School District		15050		
Classification		Ad Valorem		
Veteran Exemption		None	None	
TOTALS				

Reason for change (see instructions on page 2.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Poverty Exemption | <input type="checkbox"/> Qualified Agricultural Exemption | <input type="checkbox"/> Disabled Veterans Exemption |
| <input type="checkbox"/> Qualified Forest Exemption | <input type="checkbox"/> Eligible Development Property Exemption | <input checked="" type="checkbox"/> Qualified Error _____
(State specific qualified error in 211.53b(6)) |

Explanation: **MCL 211.53b(6)d - MEASUREMENT/CALCULATION ERROR**
INTERIOR REMODELING WAS COMPLETED AFTER DEMOLITION AND RECONSTRUCTION

PART C: CERTIFICATION, BOARD OF REVIEW MEMBERS

We, the undersigned members of CITY OF CHARLEVOIX Board of Review, swear to affirm the above information is, to the best of our knowledge, true.

Signature	Date
Signature	Date
Signature	Date

Signature	Date
Signature	Date
Signature	Date

The Board of Review is required to file this affidavit within 30 days with the proper officials to have all affected official records corrected. If the qualified error results in an overpayment or underpayment, the rebate, including any interest paid, must be made to the taxpayer or the taxpayer must be notified and payment made within 30 days of the notice. (MCL 211.53b(1)) Authorities

Distribute copies of this form to the property owner, the County Treasurer, the County Equalization Department, and the treasurers of all other affected taxing authorities. Retain a copy on file at the local unit.

2025 Taxable Value Calculations Worksheet

Parcel No. 052-270-005-00

Petition No. 25DBOR-02

Issued under authority of P.A. 206 of 1993. Filing is mandatory.

This form must be completed by the Board of Review (B of R) and made part of the Board of Review Record whenever a change is made to an individual parcel of property which causes Taxable Value to change.

Complete Section 1 if the B of R changes Capped Value.

SECTION 1	<u>By Assessor</u>	<u>By B of R</u>
2025 Final Taxable Value as set by Assessor, Board of Review or Michigan Tax Tribunal (Enter number into column labeled "By Assessor.").....=	<u>60,709</u>	<u>75,259</u>
Amount of Losses=	<u>0</u>	<u>0</u>
(See page 11 and 12 of STC Bulletin #3 of 1995 for formulas)		
Amount of Additions=	<u>0</u>	<u>0</u>
(See pages 6-11 of STC Bulletin # 3 of 1995 for formulas. IMPORTANT: See STC Bulletin No. 3 of 1997 for change to formula for Replacement Construction).		
2025 Capped Value = (2024 Taxable Value - Losses) X CPI + Additions		
= (<u>72,997</u> - <u>0</u>) X <u>1.031</u> + <u>0</u>		
= <u>75,259</u> By B of R		
2025 Capped Value = <u>75,259</u>		

Complete Section 2 if the B of R changes Assessed Value.

SECTION 2	<u>By Assessor</u>	<u>By B of R</u>
2025 Assessed Value =	<u>156,900</u>	<u>156,900</u>
2025 Tentative SEV = 2025 Assessed Value X 2025 Tentative Equalization Factor		
= <u>156,900</u> X <u>1.000</u>		
= <u>156,900</u> By B of R		
2025 Tentative SEV = <u>156,900</u>		

2025 Tentative Taxable Value is the lesser of the 2025 Capped Value or the 2025 Tentative SEV.

2025 Tentative Taxable Value = 75,259

Signature of Secretary, Board of Review	Date
---	------

July/December Board of Review Affidavit

Issued under authority of P.A. 206 of 1893. Filing is mandatory.

Petition/Docket #: 25DBOR-03

The authority for July/December Board of review action is stated in the General Property Tax Act, MCL 211.53b. The July/December Board of Review can take action regarding qualified errors verified by the accessor (MCL 211.53b(1), (8)). The July/December Board of Review can also take action under MCL 211.53b regarding a poverty exemption for the current year under MCL 211.7u; a qualified agricultural property exemption under MCL 211.ee for the current year, which has been denied by the assessor; a qualified agricultural property exemption under MCL 211.ee that was not on the assessment roll for the current year and one prior year; or a qualified forest property exemption under MCL 211.7jj(1) that was not on the assessment roll for the current year and one prior year. In addition, other statutes, such as MCL 211.7b related to the disabled veterans exemption, and MCL 211.7ss related to the eligible development property exemption, provide authority for the July/December Board of Review to take action.

Form 3128 (L-4035a) must be completed by the Board of review and made a part of the Board of Review Records whenever a change is made to a parcel of property which causes a change in taxable value.

PART A: PROPERTY IDENTIFICATION				
Owner Name SELPHISH PROPERTIES				
Owner Street Address 214 ANTRIM ST		City CHARLEVOIX	State MI	ZIP Code 49720-3300
Parcel Number 052-270-005-00	Property School District CHARLEVOIX PUBLIC SCHO		Property Classification 401	
Property Street Address 212 ANTRIM ST		City CHARLEVOIX	State MI	ZIP Code 49720

PART B: BOARD OF ADJUSTMENTS				
Item or Taxing Authority	Note or Millage	Original	Adjusted	Difference
CITY OF CHARLEVOIX				
Assessed Value	DBOR	120,400	120,400	0
Taxable Value	12/09/2025	58,884	72,997	14,113
P.R.E.		0.00 %	0.00 %	0.00 %
Property Class		Residential		
School District		15050		
Classification		Ad Valorem		
Veteran Exemption		None	None	
TOTALS				

Reason for change (see instructions on page 2.)

- Poverty Exemption
 Qualified Agricultural Exemption
 Disabled Veterans Exemption
 Qualified Forest Exemption
 Eligible Development Property Exemption
 Qualified Error _____
 (State specific qualified error in 211.53b(6))

Explanation: **MCL 211.53b(6)d - MEASUREMENT/CALCULATION ERROR**
INTERIOR REMODELING WAS COMPLETED AFTER DEMOLITION AND RECONSTRUCTION

PART C: CERTIFICATION, BOARD OF REVIEW MEMBERS

We, the undersigned members of CITY OF CHARLEVOIX Board of Review, swear to affirm the above information is, to the best of our knowledge, true.

Signature	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date	Signature	Date

The Board of Review is required to file this affidavit within 30 days with the proper officials to have all affected official records corrected. If the qualified error results in an overpayment or underpayment, the rebate, including any interest paid, must be made to the taxpayer or the taxpayer must be notified and payment made within 30 days of the notice. (MCL 211.53b(1))Authorities

Distribute copies of this form to the property owner, the County Treasurer, the County Equalization Department, and the treasurers of all other affected taxing authorities. Retain a copy on file at the local unit.

2024 Taxable Value Calculations Worksheet

Parcel No. 052-270-005-00

Petition No. 25DBOR-03

Issued under authority of P.A. 206 of 1893. Filing is mandatory.

This form must be completed by the Board of Review (B of R) and made part of the Board of Review Record whenever a change is made to an individual parcel of property which causes Taxable Value to change.

Complete Section 1 if the B of R changes Capped Value.

	<u>By Assessor</u>	<u>By B of R</u>
2024 Final Taxable Value as set by Assessor, Board of Review or Michigan Tax Tribunal (Enter number into column labeled "By Assessor.").....=	<u>58,884</u>	<u>72,997</u>
Amount of Losses=	<u>0</u>	<u>0</u>
<small>(See page 11 and 12 of STC Bulletin #3 of 1995 for formulas)</small>		
Amount of Additions=	<u>0</u>	<u>0</u>
<small>(See pages 6-11 of STC Bulletin # 3 of 1995 for formulas. IMPORTANT: See STC Bulletin No. 3 of 1997 for change to formula for Replacement Construction).</small>		
2024 Capped Value = (2023 Taxable Value - Losses) X CPI + Additions		
= (<u>56,080</u> - <u>0</u>) X <u>1.050</u> + <u>0</u>		
= <u>58,884</u> By B of R		
2024 Capped Value = <u>72,997</u>		

Complete Section 2 if the B of R changes Assessed Value.

	<u>By Assessor</u>	<u>By B of R</u>
2024 Assessed Value =	<u>120,400</u>	<u>120,400</u>
2024 Tentative SEV = 2024 Assessed Value X 2024 Tentative Equalization Factor		
= <u>120,400</u> X <u>1.000</u>		
= <u>120,400</u> By B of R		
2024 Tentative SEV = <u>120,400</u>		

2024 Tentative Taxable Value is the lesser of the 2024 Capped Value or the 2024 Tentative SEV.

2024 Tentative Taxable Value = 72,997

Signature of Secretary, Board of Review	Date
---	------

2025 Taxable Value Calculations Worksheet

Parcel No. 052-254-009-50

Issued under authority of P.A. 206 of 1893. Filing is mandatory.

Petition No. 25DBOR-05

This form must be completed by the Board of Review (B of R) and made part of the Board of Review Record whenever a change is made to an individual parcel of property which causes Taxable Value to change.

Complete Section 1 if the B of R changes Capped Value.

	<u>By Assessor</u>	<u>By B of R</u>
2025 Final Taxable Value as set by Assessor, Board of Review or Michigan Tax Tribunal (Enter number into column labeled "By Assessor.").....=	<u>157,227</u>	<u>102,373</u>
Amount of Losses=	<u>0</u>	<u>0</u>
(See page 11 and 12 of STC Bulletin #3 of 1995 for formulas)		
Amount of Additions=	<u>0</u>	<u>0</u>
(See pages 6-11 of STC Bulletin # 3 of 1995 for formulas. IMPORTANT: See STC Bulletin No. 3 of 1997 for change to formula for Replacement Construction).		
2025 Capped Value = (2024 Taxable Value - Losses) X CPI + Additions		
= (<u>152,500</u> - <u>0</u>) X <u>1.031</u> + <u>0</u>		
= <u>157,227</u> By B of R		
2025 Capped Value = <u>102,373</u>		

Complete Section 2 if the B of R changes Assessed Value.

	<u>By Assessor</u>	<u>By B of R</u>
2025 Assessed Value =	<u>197,200</u>	<u>130,500</u>
2025 Tentative SEV = 2025 Assessed Value X 2025 Tentative Equalization Factor		
= <u>130,500</u> X <u>1.000</u>		
= <u>130,500</u> By B of R		
2025 Tentative SEV = <u>130,500</u>		

2025 Tentative Taxable Value is the lesser of the 2025 Capped Value or the 2025 Tentative SEV.

2025 Tentative Taxable Value = 102,373

Signature of Secretary, Board of Review	Date
---	------

Joe Lavender

From: Marta Kornmeier <mkkornmeier@gmail.com>
Sent: Monday, September 15, 2025 1:57 PM
To: Joe Lavender
Cc: ben k
Subject: Property Taxes Assessment Question, Construction Timeline for 317 Antrim St., Charlevoix MI 49720
Attachments: AssessorTimeline_317AntrimSt_KornmeierMaron.pdf

Mr. Lavender,

Thank you for returning my call regarding the property tax assessment for our home located at 317 Antrim St., Charlevoix MI 49720.

Attached, you'll find a ZIP file containing a brief timeline of the construction work and an overview of the property's current status. I wasn't sure how much detail you might need, so please don't hesitate to let me know if you'd like additional information or clarification. I am happy to provide whatever is helpful.

I have copied my husband, Benjamin Kornmeier, on this e-mail in case you need any information from him or would like to follow up directly.

Thank you again for your time and assistance.

mkk

mkkornmeier@gmail.com
1 (303) 521-3998

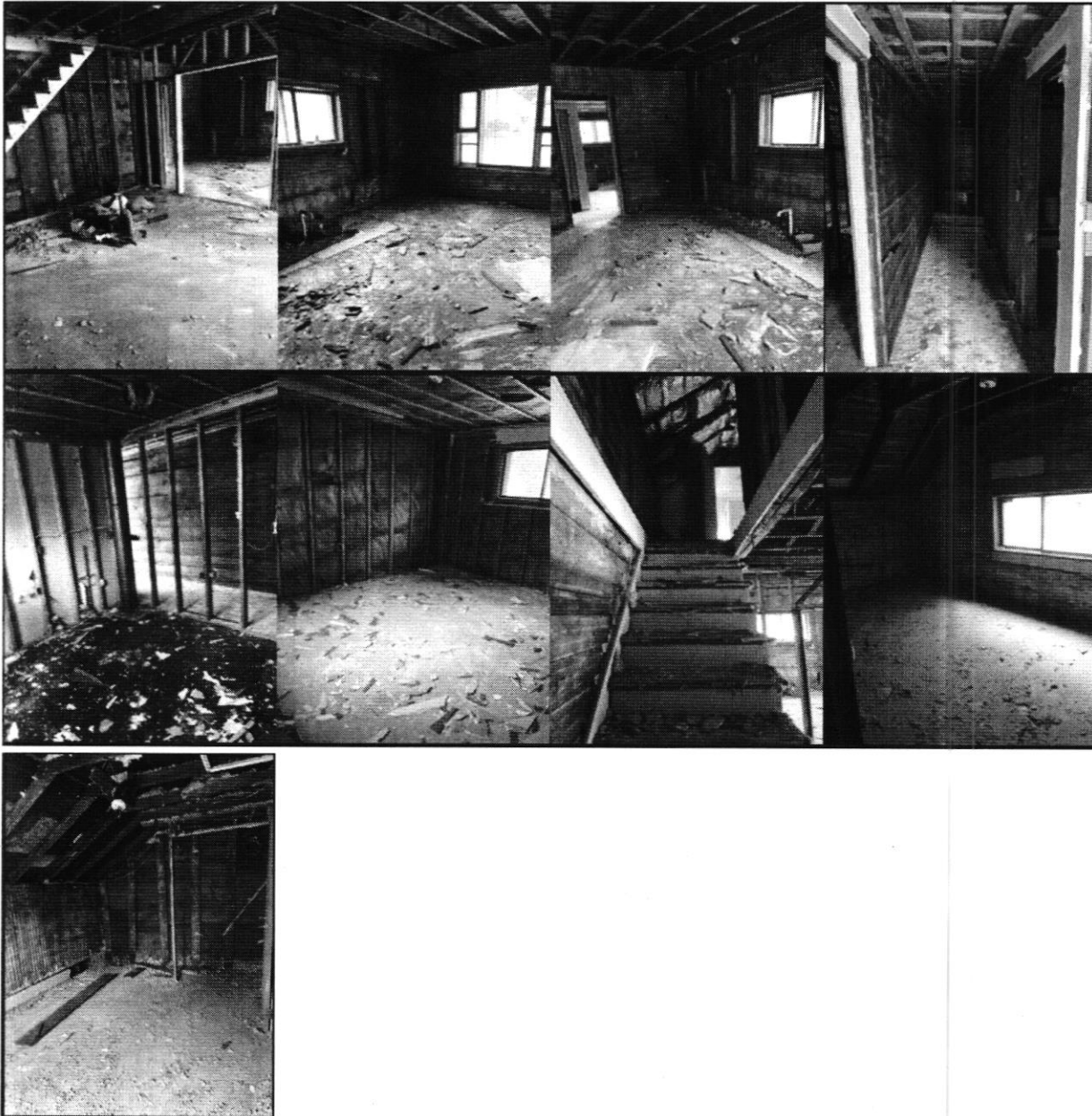
Assessor Report Timeline:

317 Antrim Street, Charlevoix MI 49720 | Benjamin Kornmeier & Marta Maroń

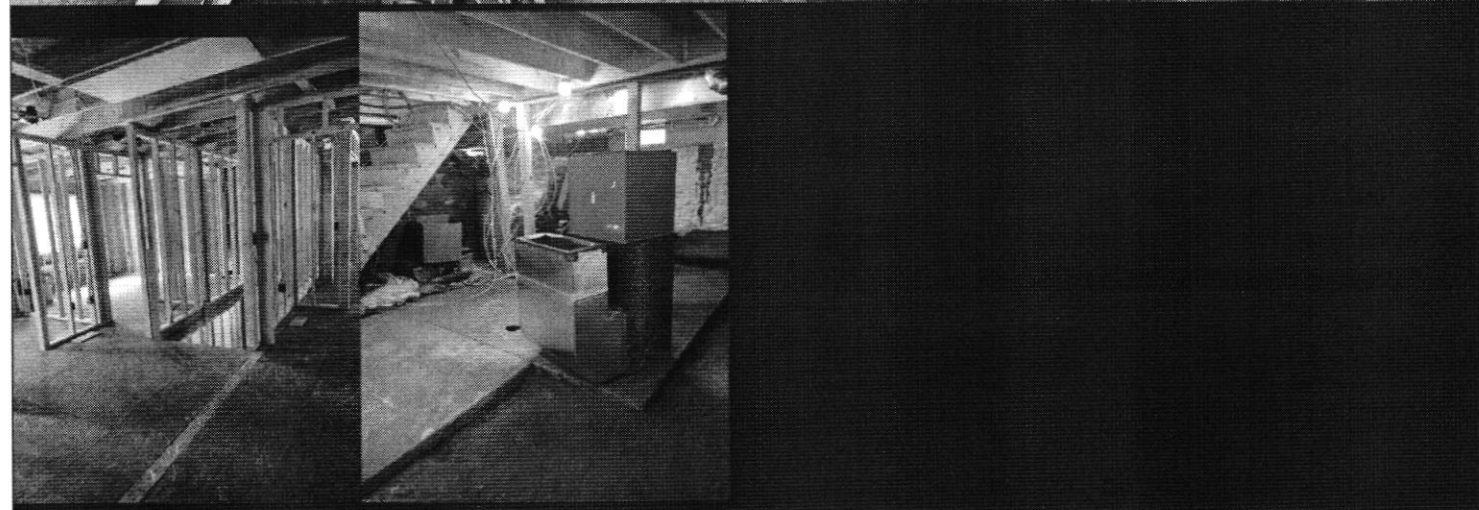
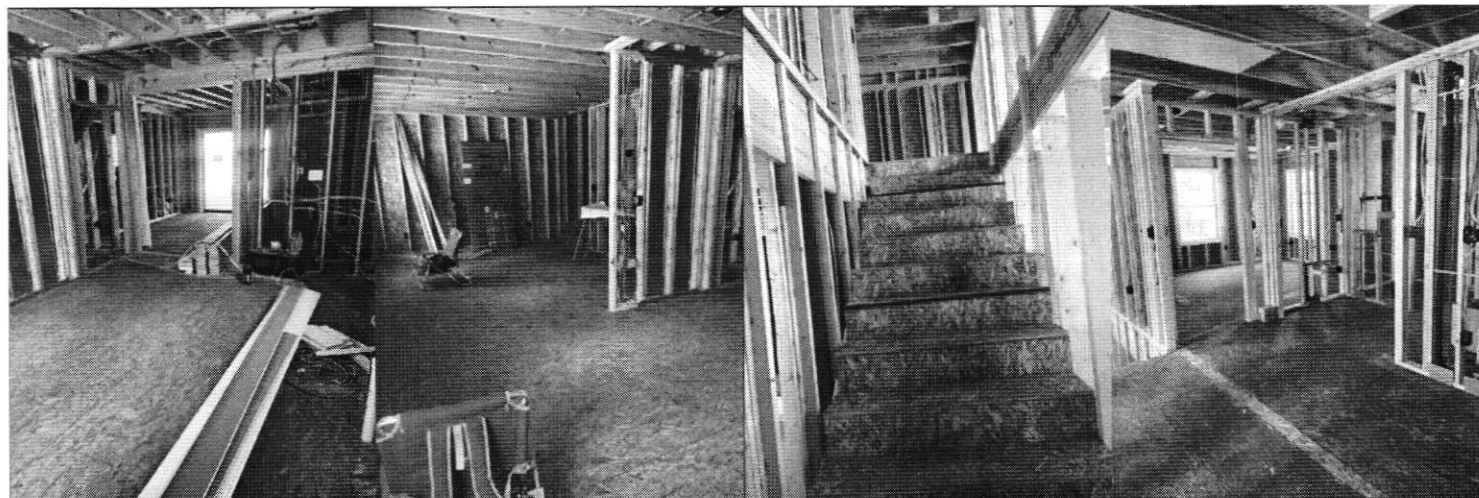
5/8/2023: Home purchased by B. Kornmeier and M. Maroń



5/29/2023 – 6/30/2023: Removal of interior materials by homeowners.



11/3/2023 – 9/15/2025: Home under construction under Contractor direction. Below are photos of the current status of the house. The house does have the electrical, mechanical, and plumbing roughed in.



2025 POVERTY EXEMPTION POLICY & GUIDELINES

The following ***policy and guidelines***, adopted by the City of Charlevoix, shall be followed by the City of Charlevoix Board of Review when considering ***poverty exemptions according to section 211.7u of the Michigan Compiled Laws (MCL)***.

Application Guidelines: To be eligible for a Poverty Exemption; The applicant must:

1. File Form 5737 Application for MCL 211.7u Poverty Exemption
2. File Form 5739 Affirmation of Ownership & Occupancy to Remain Exempt by Reason of Poverty
3. Own and occupy the property as a principal residence. Provide federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons residing in the principal residence. (Disclosure of the income of an owner who is not residing in the principal residence is not required.) Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return. Instead, Form 4988, *Poverty Exemption Affidavit*, may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year.
4. Produce a valid driver’s license or other form of identification, if requested
5. Produce a deed, land contract or other evidence of ownership of the property, if requested.
6. Meet the income guidelines of this policy.
7. Meet the asset level test of this policy.

Income Test

- Total Annual Household Income (see examples on next page) shall not exceed the following amount applicable to the number of persons living in the household:

Persons in household	Income Level 100% Exemption	Income Level 75% Exemption	Income Level 50% Exemption	Income Level 25% Exemption
1	\$17,319	\$18,072	\$18,825	\$19,578
2	\$23,506	\$24,528	\$25,550	\$26,572
3	\$29,693	\$30,984	\$32,275	\$33,566
4	\$35,880	\$37,440	\$39,000	\$40,560
5	\$42,067	\$43,896	\$45,725	\$47,554
6	\$48,254	\$50,352	\$52,450	\$54,548
7	\$54,441	\$56,808	\$59,175	\$61,542
8	\$60,628	\$63,264	\$65,900	\$68,536
Each Additional	\$6,187	\$6,456	\$6,725	\$6,994

City of Charlevoix

Total Annual Household Income shall be based on Federal Poverty Income Guidelines and will be adjusted annually to agree to the federally established amount. Potential income and asset sources include (non-inclusive):

Income from all sources	Interest and dividends
Salaries & wages before deductions	Pensions
Net receipts from self-employment	Supplemental Security Income
Veteran payments	Net rental income
Royalties	Scholarships & grants
Unemployment compensation	Insurance
Workers' compensation	Retirement accounts
Alimony	Child support
General assistance	IRA/Keogh annuities
Social Security	New or reverse mortgages
Cash	Stocks & bonds
Checking & savings accounts	Investments
Money market accounts	Gifts
Assets in trust accounts	Deferred compensation

Asset Test

1. Things of value that a person can own and are exempt from consideration in determining eligibility for a poverty exemption include:
 - a. Applicant's principal residence, however, value of land in excess of 5 acres will count toward the overall asset limit
 - b. One motor vehicle per working adult
 - c. Essential household goods
 - d. Other assets, in addition to those described in letters a, b, and c above, valued at up to \$20,000, subject to the following:
 - Applicant will be deemed ineligible for exemption if cash balances in checking/saving accounts exceed \$5,000

Evaluation Procedures

1. The Board of Review shall follow the above policy and guidelines when making poverty exemption decisions.
2. The applicant should be prepared to answer questions regarding their financial affairs, health, status of people living in the household, and any other question relevant to the exemption request.
3. All information is subject to verification.
4. If the Applicant meets all eligibility requirements described above, the Board of Review shall grant the poverty exemption in whole or in part, as follows:
 - a. A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted to those who meet the asset test and applicable income test.
 - b. A partial exemption equal to a 75%, 50%, or 25% reduction in taxable value for the tax year in which the exemption is granted to those who meet the asset test and the applicable income test.
5. No poverty exemptions will be granted to those who do not meet both the asset test and an income test; and no reductions at percentages other than those described above will be considered.

Charlevoix Board of Review

Approval of Minutes

Title: Motion to approve the Chair to approve the minutes, according to *Roberts Rules of Order*

Date: December 9, 2025

Presented By:

Background:

Recommendation:

Attachments:

None