

### **Ada Township Procedure for Granting Poverty Exemptions**

1. Property owner must complete a Poverty Exemption Application Form with all the required documents listed within the application. (See attached)
2. Upon receipt the Assessor will review the application and verify that all the required information has been submitted.
3. Once the application is properly submitted the Assessor will review the information and make sure all supporting documents are attached and that the property owner meets the adopted federal poverty exemption guidelines. If more information is needed or other questions arise during the review the Assessor will contact the property owner and request additional information or documentation.
4. After review of the application the Assessor will perform an asset test to make sure the property owner meets the qualifications.
5. The Assessor will then complete a summary sheet to submit to the Board of Review along with the application and supporting documents. Poverty exemption applications may be brought to the March, July or December Board of Review. The Board of Review will then either deny or grant the exemption.