

Policy and Procedure

Real Property Exemptions – Approval, Recission, Denial

Effective Date: 02/08/2018

Document # 001

- 1) Purpose: This policy is to provide direction for the granting and denial of Real Property Exemptions. These exemptions include Principal Residence Exemptions, Qualified Agricultural Exemptions, Poverty Exemptions, and Veterans Exemptions.
- 2) Responsible Parties: Township Assessor March/July/December Board of Review and Township Supervisor
- 3) Procedure:
 - a) Principal Residence Exemption (Approval):
 - i) Upon receipt of the exemption the assessor shall stamp the receipt date.
 - ii) The assessor shall first examine the form for completion, and then determine if the property owner simultaneously owns and occupies the property, does not claim an exemption on another property, has a Michigan driver's license or is a registered voter in the municipality in which the property is located. If the aforementioned qualifications are not met the assessor shall return the exemption along with a letter of explanation. If the aforementioned qualifications are met, the assessor shall determine the date of qualification and exemption percentage, approve the exemption, and redact the social security number prior to scanning a copy into assessing .net software.
 - iii) If the forms received date and the date of qualification is after November 1 and prior to June 2, the assessor has jurisdiction and shall enter the exemption for the working tax year assessing database. If the forms received date and the date of qualification is after June 1 and prior to November 2, the July/December Board of Review has Jurisdiction. The assessor shall therefore present the form to the Board of Review for approval. The Board of Review shall notify the owner of their decision.
 - b) Principal Residence Exemption (Recission):
 - i) Upon transfer of ownership a recission of the exemption shall be entered by the Assessor.
 - ii) Upon receipt of a recission the Assessor shall stamp the receipt date, scan the document in the Assessing .net software and enter the recission as an owner requested recission.

- iii) Upon receipt of a conditional recission, the assessor shall stamp the receipt date, examine the form for completion, and determine if the property is currently for sale, vacant, not used for a commercial and business purpose, and verify that the owner is a resident of the state of Michigan and qualifies for a principal residence exemption on another property located within the state of Michigan. If the aforementioned qualifications are not met the assessor shall return the exemption along with a letter of explanation. If the aforementioned qualifications are met the assessor shall determine the first year of qualification, approve the exemption, and redact the social security number prior to scanning a copy into assessing .net software.

- c) Principal Residence Exemption (Denial):
 - i) Annually the Assessor shall run the questionable PRE report in the Assessing .net software. A questionnaire should be sent prior to issuing a Local Unit Denial. If the property owner no longer qualifies, a Local Unit Denial shall be issued for the current year only.

- d) Agricultural Exemption:
 - i) Upon receipt of the exemption form, the assessor shall stamp the receipt date.
 - ii) The assessor shall first examine the form for completion, determine the proper classification of the property, determine if any buildings on the property are used as part of the agricultural process, and finally determine the number of acres used for an agricultural purpose. If the aforementioned qualifications are not met, the assessor shall return the exemption along with a letter of explanation.
 - (1) If the property is classed agricultural the Assessor shall grant 100% exemption.
 - (2) If the property is not classed agricultural but greater than 50% of the property is used for an agricultural purpose, the Assessor shall grant the exemption equal to the percentage of land used for an agricultural purpose.
 - iii) If the form is received and the date of qualification is on or before May 1 the assessor has jurisdiction and shall enter the exemption for the working tax year assessing database. If the receipt date is after May 1 but the date of qualification is for the current assessment year the July/December Board of Review has Jurisdiction. The assessor shall therefore present the form to the Board of Review for approval. The Board of Review shall notify the owner of their decision.

- e) Agricultural Exemption (Recission):

- i) Upon transfer of ownership a recission of the exemption shall be entered by the Assessor.
- ii) Upon receipt of a recission the Assessor shall stamp the receipt date, scan the document in the Assessing .net software and enter the recission as an owner requested recission.
- f) Agricultural Exemption (Denial):
 - i) Annually the assessor shall audit the classification of agricultural properties located among the 20% inspected for data verification. As a function of this audit the Assessor shall enter the correct property class and correct exemption status for properties that no longer retain an agricultural classification.
 - ii) Owners will be notified via the Assessment Change Notice.
- g) Poverty Exemption (Approval/Denial):
 - i) Upon receipt of the exemption application the assessor shall stamp the receipt date. The Assessor has no jurisdiction over the approval or denial of the poverty exemption. The Assessor shall therefore present the exemption application to either the March/July/December Board of Review along with the Township Supervisor for approval or denial.
 - ii) The Board of Review shall notify the owner of their decision.
- h) Veterans Exemption (Approval/Denial):
 - i) Upon receipt of the exemption application the assessor shall stamp the receipt date. The Assessor has no jurisdiction over the approval or denial of the veterans exemption. The Assessor shall therefore present the exemption application to either the March/July/December Board of Review for approval or denial.
 - ii) The Board of Review shall notify the owner of their decision.

Date: 2-8 2018

William Pelt
Township Supervisor

Date: 2/8/ 2018

Edmund C. D'Amore
Township Clerk