

# CHARTER TOWNSHIP OF BREITUNG

## ASSESSING OFFICE

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### **Procedures for Granting and Removing Real Property Exemptions**

Charter Township of Breitung, Dickinson County is abiding by the recommendations made by the State Tax commission in Bulletin 26 of 2017 when granting and removing real property exemptions.

It will be the procedure of the Township to have taxpayers wishing to apply for a real property exemption to first complete and submit the following application. Records will be kept in the parcel folder and will include any and all documents submitted by the taxpayer to support their request to apply for an exemption. Existing exemptions will be reviewed annually and adjustments to the status of the exemption may be made by the Assessor upon review. Assessors may request additional information to be supplied by the taxpayer to further analyze the status of the exemption.

If the Assessor has sufficient evidence that the taxpayer no longer qualifies for the real property exemption, they need to immediately remove the exemption and send proper notification to the taxpayer outlining their appeal rights. If the Assessor does not receive sufficient supporting documentation accompanying the application the Assessor should also send the taxpayer denial information along with their appeal rights.

Assessors do not have the authority to grant/approve exemptions that are not complete. Applications that are submitted without proper documentation are considered to be incomplete.

# Charter Township of Breitung Application for Property Tax Exemption

Property Tax ID (Parcel Number): \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Officers: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Under what section(s) of the Michigan General Property Tax Act are you requesting Exemption? \_\_\_\_\_

Please state the reason you are applying for this exemption: \_\_\_\_\_

\_\_\_\_\_

Are you currently receiving a property tax exemption in another Michigan City or Township?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where and what type of exemption is being received?

\_\_\_\_\_

Please enclose the following documents with this application: **(All information is required)**

1. Articles of Incorporation
2. I.R.S. Statement indicating status
3. Proof of Ownership
4. By Laws

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**Applications that are submitted without proper documentation are considered to be incomplete.**

## For Office Use Only:

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Assessor Signature

\_\_\_\_\_  
Date