Assessing Office

Inverness Township

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:

1. Articles of Incorpoation
2. I.R.S statement indicating status
3. Proof of Ownership
4. By-Laws (If applicable)

_____

Signature Title Phone Number Date

For Office Use Only:

Approved Yes _____ No _____

_____ Date _____

Assessor
Assessing Office Inverness Township

Audit Procedures for Granting or Removal of Real Property Exemptions

Inverness Township of Cheboygan County Michigan, with the Inverness Township Assessor, is charged with locating, identifying and valuing all taxable real property and personal property within Inverness Township in order to provide a fair and equitable basis for taxation.

The assessing office maintains descriptions of real property, maintains maps showing the ownership and tax districts for the City/ Township, and processes property tax exemptions. Property tax exemptions are granted based on three elements:

(1) Property ownership,

(2) Property use, and

(3) Statutory definition

Taxpayers receiving an exemption may be required to apply through the assessing office or other designated office. Michigan State Law includes a range of mandatory exemptions and optional exemptions available for residential, commercial and industrial property.

The assessing office conducts annual reviews and maintains information for those properties that are exempt from taxation to determine whether such properties continue to qualify for an exemption. The annual review of exemptions ensures that properties are correctly assessed and validates the ownership and usage of the properties; some mandatory exemptions were not reviewed since the assessing office has no option but to grant the exemption.

Active monitoring of changes to recorded title, public information review, and periodic field inspections are included as part of the annual review of exempt property. The primary elements of an exemption determination are based on the ownership and use of the property depending on the type of exemption.

Assessing staff reviews property ownership as part of the first consideration for an exemption determination. Secondly, assessing staff confirms that the property is in use for nonprofit exempt purposes. In the case of senior citizens, disabled veterans and residential exemptions, there are specific requirements related to occupancy and other criteria related to each exemption.

Assessing staff annually reviews exemption determinations employing four elements depending on the type of exemption.

First, all property ownership records are monitored to confirm continuance of ownership to the exempt entity or person through review of ownership records held at the Cheboygan County Register of Deeds.

Second, annually staff inspects over 5% of properties throughout Inverness Township and notes any changes to exempt properties for review.

Third, the division monitors public information concerning exempt properties and owners.

Finally, division staff conducts annual reviews of exempt property for ownership and use conformance to exemption programs to include cross reference to Inverness Township, public information reviews (business licenses, articles of incorporation, web sites and periodicals), and property inspections.

The Assessing office also strives to maintain exemption fifes with sufficient documentation to support the decision to grant the exemption. For example, religious exemption files need to include copies of articles of incorporation, Internal Revenue Service determination of nonprofit status, usage statement, contracts for use of the property by other than the applicant organization, and financial disclosures.

Exemption records are maintained in two ways. The primary system is the Assessing.NET computerized data system that retains information regarding ownership, location, physical description, inspection dates, staff comments, and exemption status. This system is generally adequate and contains sufficient data to administer the exemptions.

The second data system is a paper file system that includes the original application and the documents and correspondence that supports the exempt status. The primary source for documenting an exemption is the paper application that is submitted along with supporting documentation.