

## Sagola Township

### Policy and Procedures for Personal Property Canvas and Maintaining Personal Property Assessment Roll

#### **Personal Property Canvas**

1. The township assessor will keep records of new and closed business in the township as they are discovered throughout the year and through the business license application process.
2. Prior to performing the annual personal property canvas the township assessor shall create a current listing of businesses from BS&A help facilitate the personal property canvas along with current blank copies of the following forms: a. Form L-4175, Form L-5076, Form L-5278
3. Annually on December 31 the township assessor will perform a canvas of the township to:
  - a. Verify that the information reported in the personal property schedule is accurate and that the appraisal and assessment on the account is correct.
  - b. Update assessment rolls for errors and omissions so that future periods will reflect proper amounts.
  - c. Identify new businesses and also check for businesses that may have closed.
  - d. Aid property owners in understanding reporting and filing requirements.
  - e. Help create equity in taxation by ensuring that everyone pays their fair share.
4. The township assessor will update business status changes in BS&A prior to personal property statements being mailed January 10th. New business locations shall have personal property accounts created in BS&A with current contact and mailing information.

#### **Annual Personal Property Roll Maintenance**

1. Annually the township assessor shall perform a personal property canvas and update the current personal property roll with new and closed businesses as described above.
2. Annually the township assessor shall mail Form L-4175, by January 10th, to all persons or businesses they believe had personal property in their possession as of Tax Day. This notice should also include information on personal property exemptions (9m, 9n, 9o) and where the corresponding exemption forms are available.

3. The township assessor shall date stamp all personal property forms when they are received by the assessor's office and process forms as received.

a. Personal property forms that are incomplete or missing required information will not be processed.

b. The assessor will make every effort to call or email all business owners that file an incomplete personal property form to gather the missing or omitted information prior to February 20th.

4. The township assessor will file completed personal property forms in the corresponding property folder for record retention.

5. Personal property forms received after February 20th but postmarked before will be processed if complete. Envelopes showing the postmark will be kept with the corresponding personal property form and filed in the property folder together.

6. Personal property forms received after February 20th and postmarked after will not be processed.

a. The assessor will contact the person responsible for the personal property form to notify them that the form was filed late and that they are required to file a petition to the March Board of Review for approval.

7. The township assessor will send an assessment notice to all personal property accounts notifying them of their current assessed value 14 days prior to the March Board of Review.

### **Personal Property Audit Procedure**

1. The township assessor may audit any personal property filing or exemption he/she believes is not accurate or does not qualify for a personal property exemption.

2. The township assessor shall notify any taxpayer he/she has audited and believes there are errors in the personal property statement or personal property exemption.

3. The township assessor will keep a record of all audit documentation, letters, and responses electronically and in the parcel folder.