

**ASSESSING POLICY REGARDING  
AUDITING PROCEDURES FOR EXEMPT PROPERTIES**

The State Tax Commission, per MCL 211.10f has jurisdiction to determine substantial compliance with the requirements of the General Property Tax Act. The AMAR review reflects the minimum assessing requirements of a local unit of government based on statute and STC Rules, Policy, Bulletins and Publications. Local units of government that do not meet one or more of the minimum requirements must submit a corrective action plan detailing how and when the deficiencies will be resolved.

One of these requirements is having a written policy relating to the auditing of properties that are considered exempt from property tax. In an effort to comply with this requirement we have adopted the plan outlined below:

1. In conjunction with the annual inspection of 20% of the properties each year we will also conduct an audit of exempt properties within that area of the city/township.
2. We will develop a questionnaire to be sent to each exempt property.
3. If its determined that a property should no longer be exempt from property tax the property class shall be changed to the appropriate class for the next tax year.
4. Any property owner requesting exempt status shall complete an application and submit said application to the assessor prior to the assessor by March 1<sup>st</sup> of the year the exemption is being requested.

This policy was adopted by the Charlotte City Council at their regular meeting held on \_\_\_\_\_, 2018. Carried \_\_\_\_ Yes \_\_\_\_ No