



Garfield Charter Township

Grand Traverse County

Assessing Department

Property Exemption Policy & Procedures

2022

The Michigan Constitution of 1963 (as amended) and the General Property Tax Act (PA 206 of 1893, as amended) set forth that all real and personal property located within the State of Michigan is subject to ad valorem property taxation, unless expressly exempted.

Real and personal property exemptions are identified and authorized within specific sections and subsections of Section 211.7 and Section 211.9 of the Michigan Compiled Laws. Further, Michigan Courts have set that the burden of proof of exemption entitlement rests with the claimant/applicant. A claimant/applicant's 501(c)(3) status is not a determining factor for exemption [*American Concrete Institute v State Tax Commission*, 12 Mich App595;163 NW2d 508 (1968)].

In order for an exemption of ad valorem property to be approved and added to the assessment roll, the following procedures will be followed:

1. A completed "Application for Property Tax Exemption" must be filed with the Township's Assessing office not later than December 1st of the year in which the exemption is to begin.
2. ALL attachments/documents must be submitted with the application:
 - a. Copy of instrument by which property was acquired (proof of ownership), if requested
 - b. Copy of Articles of Incorporation
 - c. Copy of Organization By-Laws
 - d. Copy of Organization Balance Sheet
 - e. Copy of Organization's last Federal Income Tax return, including 990 forms
 - f. Copy of Statement from IRS indicating status
3. Copies of all documents will be attached to the parcel record in BS&A for review and approval process.
4. A field inspection of the property will be completed.

5. If necessary, the Township attorney will be asked to review the file and give an opinion.
6. The official notification of the taxable status will be the annual assessment change notice. If the application is received after assessment notices are mailed, the Assessor will present the file to the March Board of Review for approval - or to the July/December Board of Review, depending on the date the application is received.
7. Taxpayer's may appeal the assessor's determination (which will be on the annual assessment change notice) to the March Board of Review.

The procedures for granting and removing property exemptions, as described in:

- Chapter 6: Property Tax Exemptions, Abatements & Tax Capture Authorities, State Tax Commission Manual
- State Tax Commission Bulletin 7 of 2016: Senior Citizen & Disabled Family Housing Exemption)
- State Tax Commission Bulletin 26 of 2017: Charitable Exemption
- The Michigan Strategic Fund Board designates Tool and Die Renaissance Recovery Zones, pursuant to MCL 125.2688d
- Nonferrous Metallic Minerals Extraction Severance Tax Act (Act 410 of 2012)

are attached, making them part of the policy and procedures.

All exemptions granted will be reviewed every five (5) years during the annual assessment roll process to verify if anything has changed.