

Procedures for Granting and Removing Real Property Exemptions

PROCEDURES FOR GRANTING AND REMOVING REAL PROPERTY EXEMPTIONS

Lyon Township, Roscommon County is abiding by the recommendations made by the State Tax Commission in Bulletin 26 of 2017 when granting and removing real property exemptions.

Tax payers wishing to apply for an exemption of real property shall complete and submit the exemption application adopted by the Township. Records of the application and all supporting documentation will be kept on file with the parcel being applied for.

Existing exemptions will be reviewed annually, and if the continued exemption status is questionable, the Assessor may request additional information. If the Assessor had sufficient evidence the exemption should be removed from the parcel, the exemption will be removed as of December 31st of the year in question. The taxpayer will be notified of the removal and along with their appeal rights.

Assessors do not have the authority to grant/approve exemptions that are not complete.

Lyon Township, Roscommon County
Application for General Property Tax Exemption

Parcel #: _____ Date: _____

Parcel Classification Code: _____

Property Address: _____

Name of Organization: _____

Address: _____

Officers: _____ Title: _____

_____ Title: _____

_____ Title: _____

_____ Title: _____

The above-named organization is a nonprofit organization incorporated under the statutes of the State of Michigan for the purpose(s) check below:

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Religious | <input type="checkbox"/> Education | <input type="checkbox"/> Other (Specify) |
| <input type="checkbox"/> Charitable | <input type="checkbox"/> Library | _____ |
| <input type="checkbox"/> Scientific | <input type="checkbox"/> Memorial Home | _____ |

Describe the use of the described above by your organization: _____

List the following if the property is being rented, leased or made available to others:

Building(s) Total Sq. Ft. _____

Use	% of Total Area	Time Period	Occupant	Rental
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Land Total Sq. Ft. _____ (or) Acres _____

Use	% of Total Area	Time Period	Occupant	Rental
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Under what Section(s) of the Michigan General Property Tax Law are you seeking this exemption?

Are you currently receiving a property tax exemption in another Michigan Community?

___ Yes ___ No If yes, where? _____

For what purpose? _____

Please enclose the following documents with this application:

1. Articles of Incorporation
2. By Laws
3. Balance Sheet
4. Copy of last Federal Income Tax Return
5. Statement from IRS indication status

Date

Phone Number

Signature

Title

For Office Use Only

Exemption Approved: ___ Yes ___ No Date: _____

Signature

Title