Birch Run Township Property Tax Exemption Policy & Procedures

1. All real and personal property exemption requests must be submitted to the Township Assessor two weeks prior to the first meeting of the March Board of Review. The exemption request must be presented on an approved form that is available by request from the township assessor.

2. The exemption application form must be completed fully and accurately and signed and dated by the applicant.

3. The applicant must declare and cite the section of the General Property Tax Act under which the exemption is claimed.

4. The applicant must provide additional information requested by the assessor.

5. If the exemption is granted, the applicant must be prepared to justify the continuance of the exemption in future years.

6. If, at any time the exempt property use changes from the use for which the exemption was granted, the property owner is required to notify the Saginaw Township assessor immediately.

7. Poverty/Hardship exemptions are in effect for the year in which granted. The exemption does not carry forward to the following year. All Poverty/Hardship exemptions must be accompanied by a form available from the township assessor, and the applicant must qualify under the Poverty/Hardship standards adopted and approved by the Birch Run Township Board of Trustees.

8. Annual exemptions, such as a Disabled Veterans Exemption, Small Business Personal Property Exemptions, must be filed with the Township Assessor in compliance with the dates mandated by statue.

9. The township assessor shall/will review all real and personal property exemptions annually. In the event that the existing exemption appears questionable, the assessor shall perform an audit of the exempt property. If a property is found to be no longer exempt, the assessor shall remove the exemption and notify the property owner prior to the March Board of Review.

10. Every 5 years a new application must be submitted along with updated copies of the following documents. Articles of Incorporation, By Laws and Statement from I.R.S. indicating status.

11. Exemptions, other than Poverty/Hardship exemptions, are granted or denied by the Township Assessor.