

# MIDMICHIGAN ASSESSING SERVICES, LLC

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## POLICY MANUAL

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**Policy Date:** August 17, 2018


**Policy Name:** Personal Property Canvas

**Purpose:** To ensure ongoing compliance with STC compliance in Supervising Preparation of the Assessment Roll the following procedures will be followed annually in regards to personal property canvassing by the assessor or the assessor's assistant:


**Policy:**

- Personal Property file is started for collecting any personal property leads from any sources.
- While performing fieldwork the assessor makes notes on any new businesses or changes to existing business that they come across.
- Building permits are reviewed for any applicable changed in commercial and industrial use.
- In preparation for mailing of the Personal Property Statements in December a desk review is conducted of all personal property and the new personal property folder.
- Personal property accounts will have real property numbers assigned.
- There will be a property identification number for every 5076 filed.
- Personal property account numbers/parcel numbers will only be removed with verification from owner or on site verification.
- Personal Property Statements will be sent annually to every account/parcel in the database that is not exempt.

Policy written and approved by:

  
Joan Fackler

Senior Assessor, MidMichigan Assessing Services, LLC,

  
Date:

Rev History:

June 30, 2022 to update email address

April 8, 2024 to update new address and remove reference to office fax