



St James Township, Charlevoix County
Office of the Assessor
Business Personal Property Canvass Policy
Revised Date: 4/6/23

The basic goals of the yearly personal property canvass are:

- 1) to verify that the information reported in the personal property schedule is accurate and that the appraisal and assessment on the account is correct.
- 2) to update assessment rolls for errors and omissions so that future periods will reflect proper amounts.
- 3) to identify new businesses and check for businesses that may have closed.
- 4) to aid property owners in understanding reporting and filing requirements.
- 5) to help create equity in taxation by assuring that everyone pays their fair share.

The personal property roll for St James Township will be maintained in accordance with this policy. Any reference to the assessor shall be interpreted to mean any employee of the township performing assessing functions or any designee of such an employee.

Identification of Personal Property (Personal Property Canvass)

Routine Annual Property Inspections: The St James Township assessor performs annual inspections of at least 20% of properties in the township. During these inspections the assessor will identify any new taxable personal property and review existing personal property parcels associated with the real parcels visited.

Annual Personal Property Canvass: During the month of December, either while the assessor is conducting final inspections of construction in progress or separately, they will physically canvas the township for taxable personal property. The assessor may interview and/or request additional information from the property owner to help in the determination of value.

Additional Personal Property Searches: Additional efforts made by the assessor to identify personal property may include, but are not limited to, a review the DBA records from the County Clerk's office for new or existing DBA business licenses and possible consultation with the Chamber of Commerce.

Personal Property Parcel Maintenance

Processing New Personal Property Parcels: When a new personal property parcel is identified through routine property inspections, personal property canvass, notice from taxpayer, or any other means the following steps will be followed:

- 1) A parcel number will be assigned.
- 2) The business name, physical address, and mailing address will be entered on the parcel. If the mailing address is unknown, the physical address will be used.
- 3) The appropriate class and school district will be identified and assigned to the parcel.
- 4) Charlevoix County will be provided with a parcel summary for the new parcel.

Removed Personal Property: When it is discovered that previously assessed or exempt personal property is no longer located in the township, the parcel will be retired in BS&A for the following assessment cycle.

Personal Property Forms:

Personal Property Statements: Annually on or before January 10th, Personal Property Statements will be mailed in accordance with MCL 211.19.

Processing Personal Property Forms: Timely filed forms received in connection with personal property parcels, including but not limited to Form 632, Form 5076, and Form 5278, will be processed by the assessor.

In the absence of timely filed forms, the assessor will estimate values when necessary.

Late filed forms received by the assessor will be contacted and directed to the Board of Review.

Personal Property Record Maintenance

Personal Property Valuations: For parcels with timely filed and accepted Personal Property forms, the assessment will be in accordance with the information provided on the forms. When no timely filed forms are received, or when a filed form is denied, the assessor will estimate the value of the personal property for the parcel and set the assessment based on that estimated value. In accordance with MCL 211.24c when required, Personal Property parcels will receive a Notice of Assessment.

Taxpayer Names and Addresses: Taxpayer names and addresses will be updated in accordance with filed forms or upon the request of the taxpayer.

Records Retention: Personal property statements and other personal property related forms will be retained in locked storage for a minimum of 3 years after payment of taxes associated with the parcel has been received. The personal property roll will be retained for a minimum of 7 years after the date of certification.

Approved by the St James Township Board at a Special Meeting on 4/6/23.

Certified by Township Clerk:


Julie Gillespie Date 4-6-23