

CHIKAMING TOWNSHIP  
2024 PROPERTY TAX EXEMPTION POLICY

Policy and Procedures for Granting, Reviewing and Removing Property Exemptions

**INITIAL REQUEST:**

1. The applicant must fully complete the **Chikaming Township Application for Exemption of Real and/or Personal Property** for each parcel the applicant believes qualifies for an exemption.
2. The application is to be reviewed by the township assessor along with all supplemental documentation including but not limited to the Articles of Incorporation, By-Laws, Deeds and Internal Revenue Service statements.
3. The township assessor is to determine if any additional documentation is needed to determine the parcel's exempt status. Requests for additional information and documentation are to be made to the taxpayer by mail or email.
4. The township assessor will determine if the parcel qualifies for a property exemption upon review of the application and supplemental documentation. The review will also include a determination of what section of the law the parcel qualifies to be exempt.
5. The township assessor will complete the last page of the exemption application, scan a copy of the application to the electronic parcel record and retain the paper copy of the application in the parcel folder.
6. The township assessor will mail a copy of the original application with the approval or denial of the exemption and for what reasons the applicant was denied.

**ANNUAL REVIEW:**

1. Annually the township assessor will review all current exempt parcels and physically inspect the parcel to verify the current use (if real property).
2. Upon reviewing all current exempt parcels the township assessor will notify any taxpayer he/she believes does not qualify for the exemption and request any further documentation necessary to fulfill the requirements under the section of the law deemed applicable.
3. The township assessor will deny the exemption if the taxpayer does not supply the necessary documentation or no longer qualifies for the exemption. Notification of the denial will be sent by mail along with documentation outlining the taxpayer's appeal rights.
4. The township assessor will keep a record of all documentation, letters and responses electronically and in the parcel folder.

**REMOVING EXEMPTIONS:**

1. The township assessor shall remove any exemption he/she believes does not qualify and send notification to the taxpayer along with documentation outlining the taxpayer's appeal rights. This is also true in the absence of any necessary supporting documentation from the taxpayer or if the initial exemption application is incomplete.

THE PRECEDING POLICY AND PROCEDURES WERE ADOPTED BY CHIKAMING TOWNSHIP BOARD OF TRUSTEE'S AT THE REGULAR BOARD MEETING HELD ON February 8, 2024 BY ROLL CALL VOTE.

CHIKAMING TOWNSHIP  
2024 POVERTY INCOME GUIDELINES

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels shall not be se lower by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. Following are the federal poverty income guidelines for use in granting or denying poverty exemption applications for 2024 assessments:

SIZE OF FAMILY UNIT (# of persons)	POVERTY INCOME GUIDELINES
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For each additional person	\$5,140

## 2024 ASSET GUIDELINES

MCL 211.7u states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means that amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. The following are the local assessing unit poverty asset test for use in granting or denying poverty exemption applications for 2024 assessments:

- The applicant shall not have assets exceeding the amount shown in the chart below based on the number of household occupants
- The asset Guideline (test) shall exclude the value of the principal residence subject to the poverty exemption request and exclude the value of one automobile. If multiple automobiles are owned, then the least valuable automobile will be excluded from the asset guideline.
- The applicant shall not have total assets (excluding the value of the principal residence subject to the exemption request and excluding the value of one automobile) more than \$4,000.

SIZE OF FAMILY UNIT (# of persons)	POVERTY ASSET GUIDELINES
1	\$4,000
2	\$8,000
3	\$10,000
4	\$10,000
5	\$10,000
6	\$10,000
7	\$10,000
8	\$10,000
For each additional person	N/A

**Assets exceeding the amounts stated above will result in a denial of the poverty exemption.**