

Ada Township Procedure for Granting and Removing Property Exemptions

Procedure for Granting Property Exemptions:

1. Property owner must complete a Property Tax Exemption Request Form with all the required documents listed within the applications.
2. Upon receipt the Assessor will review the application and verify that all the required information has been submitted.
3. Once the application is properly submitted the Assessor will review the information and make sure all supporting documents are attached. If more information is needed or other questions arise during the review the Assessor will contact the property owner and request additional information or documentation.
4. After review of the application the Assessor will either approve or deny the request and inform the property owner in writing on a timely basis.
5. If the exemption is approved, the property owner will be entitled to a property tax exemption as long as they continue to meet the requirements of the statute.
6. The request must be filed no later than the second Monday in March.
7. If the request is denied by the Assessor the property owner may also appeal their case to the March Board of Review.
8. If the March Board of Review denied the request the property owner is then notified of their right to appeal to the Michigan Tax Tribunal.

Procedure for Reviewing Existing Exemptions:

1. Each year the Assessor will review all exempt properties within the Township. If there has been a transfer of ownership the Assessor will remove the current exemption and contact the new owner to inform them of this action. It will be up to the new owner to complete a Property Tax Exemption Request if they feel they are entitled to an exemption.
2. The Assessor will contact flagged parcels to assure that the property is still being used based on the information provided in the Property Tax Exemption Request. If not, the application will either be denied or the property owner must submit another request based on a different use.
3. Anytime an exemption is removed the Assessor will notify the Property Owner in writing with an explanation as to why the exemption is being removed.