

## **Assessing**

The Assessing Division establishes Assessed and Taxable Values of all taxable property within the City. To establish the Assessed Value of each real property in the City, the Assessing Division lists, inventories, inspects, analyzes sales and income data, calculates depreciated costs and appraises the value of each taxable property within the City. To establish the Taxable Value of each property in the City, the Assessor monitors transfers of ownership to determine when the Taxable Value of a property becomes uncapped. To establish the Taxable and Assessed Value of Personal Property, the Assessor identifies new business owners by performing street surveys, processes personal property statements and audits the records and examines the personal property of a sampling of businesses. Other duties of the Assessor includes administering the rescission and granting of homesteads, processing of divisions of land, maintaining mapping of property and write up of legal descriptions, reviewing and processing exemption applications, calculating DNR properties, establishing special assessment districts and assisting the City Clerk with apportioning the special assessment within that special assessment district, defending Assessed and Taxable Values before the Michigan Tax Tribunal and assisting other departments and divisions within the City with valuation, real estate and property taxation issues.

If you record any instrument of conveyance at the County Register of Deeds you are required by law to file a Property Transfer Affidavit within 45 days with the Assessor's Office. If it is not filed timely, a penalty of \$5/day (maximum \$200) applies. The information on this form is NOT CONFIDENTIAL in accordance with Michigan Law 211.27a and 211.27b.