



## **POLICY AND PROCEDURES FOR PROPERTY TAX EXEMPTION**

In accordance with the Michigan General Property Tax Law, guidelines for a Property Tax Exemption by eligible organizations must be set by the local governing body. Guidelines for the Charter Township of Waterford are as follows:

### **APPLICATION PROCEDURE**

1. All applicants must obtain the Application for Property Tax Exemption from the Township Assessor's Office. Please call (248) 674-6270 for assistance.
2. Applicants must indicate whether the exemption is for real and/or personal property. A separate Application must be filed for each exemption requested (**including any vacant parcels owned and/or personal property exemptions**).
3. Applicants must provide the following documentation along with their Application:
  - A) Articles of Incorporation and all amendments, which should include the following information:
    - i. The names of directors of the corporation
    - ii. Whether the applicant operates on a profit or non-profit status
    - iii. The purpose of the corporation
    - iv. Assumed name(s), if applicable, along with the name of governmental agency where the assumed name is recorded with
  - B) Income & Expense Balance Sheet
  - C) Statement from IRS indicating status
  - D) By-Laws
  - E) Most recent Federal income tax return
  - F) Signed statement as to actual use(s). If more than one use exists, please state percentage each use is to a total of 100%.
  - G) List of all clients served that are in any way related to: any director, officers, consultants, agent and/or employees of applicant. Please include an explanation of any above relationships.

- H) Copy of any pamphlet or other information or literature describing the functions of the organization.
  - I) Copies of all leases including sub-leases in effect at the subject property during calendar year 2026.
4. Applicants must select which exemption they are selecting from the Michigan Compiled Tax Law.
  5. To be eligible for exemption, the property must have been owned and occupied by the applicant on December 31<sup>st</sup> of the year preceding the assessment for which exemption is sought.
  6. Application for exemption must be filed no later than January 31, 2027. All pages of the Application & Questionnaire must be completed. All requested documentation listed under number 3 must be submitted.
  7. Please notify the Assessor's Office immediately of the sale or lease of this or any other property belonging to your organization which is now exempt.

### **EVALUATION PROCEDURE**

1. The Chief Assessor and/or legal counsel for the Charter Township of Waterford will review the Application for Property Tax Exemption.
2. Notification of the Waterford Township's decision will be made to applicant in writing.

All tax-exempt properties are subject to review yearly. Formal audits will take place approximately every five years by the Charter Township of Waterford. This includes reapplying for the exemption and providing supporting documents. If an entity no longer qualifies for the exemption, they will be notified by letter.