



CITY OF BATTLE CREEK, MICHIGAN

OFFICE OF THE CITY ASSESSOR
STEVE M. HUDSON, CITY ASSESSOR

PROPERTY TAX EXEMPTION REQUEST

REQUESTED EXEMPTION:

Property Type: Real Property Personal Property (check applicable)

Property Location: _____

Current Use of Property: _____

Organization or Church: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

TYPE OF EXEMPTION REQUESTED: (check applicable)

- Library Charitable Educational
 Scientific Religious

MICHIGAN TAX TRIBUNAL FOUR-PART TEST:

- The real estate or personal property must be owned, occupied and used by the exemption claimant. Note: Tax day is December 31st each year.
- The exemption claimant must be a library, charitable, educational, scientific, or religious institution.
- The claimant must be incorporated under the laws of the State of Michigan or any other state in U.S.
- The exemption exists only when the buildings and other property thereon are occupied by the claimant solely for the purpose for which it is incorporated.

ATTACH COPIES OF THE FOLLOWING TO THIS FORM:

- Articles of Incorporation
- Organization's or church's By-Laws
- Copy of deed or land contract showing ownership

ADDITIONAL INFORMATION: (answer all questions)

How will the property be occupied on December 31st? _____

Is any part of this property rented or occupied by someone other than the exemption claimant?
() Yes () No If yes, list the names of tenants or occupants, and rent paid below:

What services are or will be provided at this location? _____

What is the criteria for receiving services from your organization? _____

What are the benefits your clients/customers receive? _____

How are the services paid for? _____

What is the fee schedule for your services? Do you have a sliding fee schedule based on income (please attach copies of your fee schedule)_____

What happens if a person seeking your services has no way of paying?_____

How do your services relieve the "burden of government" in providing like services?_____

What other exempt property does your organization have located in the City of Battle Creek?_____

In the event of dissolution, to whom would the property revert?_____

CERTIFICATION:

I hereby certify the preceding statements are true and correct.

Signed _____ Date _____

Name: _____ Phone _____

Position with Organization or Church _____

FILING REQUEST:

In order for the Assessor to review your application for the next year's assessment roll, it must be filed no later than January 15th. You will be notified in writing of the Assessor's decision and your appeal rights to the local Board of Review.

If you are unable to meet the January 15th deadline, you must file your application prior to the adjournment of the March Board of Review. This Board meets during the second week in March, each year. The Board can act on your exemption request and you are also protecting your right to appeal their decision. You will be notified in writing of the Board's decision.

Mail or deliver your application to:

Steven M. Hudson, City Assessor
Room 104, City Hall
10 N. Division St.
Battle Creek, Michigan 49014

If you need help or have questions, please call: (269) 966-3369