



## City of Gladstone

### Property Exemption Application Policy

To ensure timely and consistent processing of property exemption requests, the following guidelines apply:

#### **Application Forms**

Property owners must use the appropriate State of Michigan exemption form when one is available. If no state form exists for the exemption being requested, the Assessor's Office form must be used. This form is available on the City's website at [Gladstonemi.gov](http://Gladstonemi.gov) and at the Assessor's Office.

#### **Standard Deadline**

Unless otherwise specified on the exemption form or in its official guidelines, all exemption applications must be submitted to the Assessor's Office by January 31st of the year for which the exemption is being requested.

#### **Board of Review Submissions**

Exemptions requiring Board of Review approval must be submitted to the Assessor's Office by the close of business on the day before the December Board of Review meeting. This includes the Poverty Exemption.

#### **Approval Guidelines**

Exemptions are approved based on statutory eligibility, completeness of documentation, and timely submission. Additional criteria may apply depending on the exemption type.

#### **Application**

Applications must be submitted using the correct form and include all required documentation. Incomplete applications may result in delays or denial.

#### **Documentation**

Supporting documentation must clearly demonstrate eligibility. Examples may include income verification, ownership records, or other materials as specified in exemption guidelines.

## **Assessor Responsibilities**

The Assessor's Office is responsible for:

- Providing accurate forms
- Reviewing applications for completeness
- Ensuring statutory compliance
- Communicating with applicants regarding status or deficiencies

## **Application Review**

Applications are reviewed for completeness, accuracy, and eligibility. The Assessor may request additional documentation or clarification before proceeding.

## **Statutory Review**

All applications are evaluated in accordance with applicable state laws and local ordinances. The Assessor ensures that exemptions meet legal requirements before approval or referral to the Board of Review, if applicable.

## **Notification Process**

Applicants will be notified in writing of approval, denial, or required corrections. Timely communication is essential to ensure resolution before statutory deadlines.

## **Audit Process**

Exemptions may be subject to audit. Applicants must retain documentation and be prepared to verify eligibility if requested.

## **Denial Process**

Applications may be denied based on statutory requirements or application guidelines if:

- They are submitted after the stated deadline
- Required documentation is missing or incomplete
- The applicant does not meet eligibility criteria
- The form used is incorrect
- The application lacks sufficient detail to verify eligibility
- The exemption type requires Board of Review approval and was not submitted on time

Applicants will be notified in writing of the denial and may appeal through the Board of Review or other designated channels.

## **Common Exemption Types**

### **Poverty Exemption**

- **Deadline:** Must be submitted to the Assessor's Office by the close of business on the day before the December Board of Review meeting.
- **Review Process:** The application is reviewed by the Assessor and forwarded to the Board of Review for approval.
- **Notification:** Applicants will be notified of the Board's decision in writing.
- **Forms & Guidelines:** Available on the City's website at [Gladstonemi.gov](http://Gladstonemi.gov) or at the Assessor's office.

### **Veteran's Exemption**

- **Approval Authority:** Approved directly by the Assessor.
- **Required Documentation:** Must include the State of Michigan exemption form and an official benefits notice or other documentation from the U.S. Department of Veterans Affairs confirming eligibility.
- **Deadline:** May be submitted at any time during the year for which the exemption is being requested.

### **Assessor Contact Information**

Name: Janice Frizzell

Phone: 906-428-2311

Email: [assessor@gladstonemi.gov](mailto:assessor@gladstonemi.gov)

For questions or assistance, contact the Assessor's Office during regular business hours.

These requirements apply to all exemption types unless explicitly stated otherwise in the relevant documentation. Property owners are responsible for ensuring that all forms are complete and submitted on time.

