

City of Mackinac Island

Personal Property Canvass and Records Maintenance Policy

The personal property roll for the City of Mackinac Island will be maintained in accordance with this policy. Any reference to the assessor shall be interpreted to mean any employee of the city performing assessing functions or any designee of such an employee.

Identification of Personal Property (Personal Property Canvass)

Routine Annual Property Inspections:

The City of Mackinac Island assessor performs annual inspections of at least 20% of properties in the city. During these inspections the assessor will identify any new taxable personal property and review existing personal property parcels associated with the real property parcels visited.

Annual Personal Property Canvass:

During the month of December, either while the assessor is conducting final inspections of construction in progress or separately, the assessor will physically canvass the city for taxable personal property. The assessor may interview and/or request additional information from the property owner to help in the determination of value.

Additional Personal Property Searches:

Additional efforts made by the assessor to identify personal property may include, but are not limited to, a review of the DBA records from the County Clerk's office for new or existing DBA business licenses and possible consultation with any area Chamber of Commerce.

Personal Property Parcel Maintenance

Processing New Personal Property Parcels:

When a new personal property parcel is identified through routine property inspections, personal canvass, notice from the taxpayer, or any other means the following steps will be followed:

- 1) A parcel number will be assigned.
- 2) The business name, physical address, and mailing address will be entered on the parcel. If the mailing address is unknown, the physical address will be used.
- 3) The appropriate class and school district will be identified and assigned to the parcel.
- 4) Mackinac County Equalization will be provided with a parcel summary for the new parcel.

Note – The City of Mackinac Island requires an annual permit of all new and existing businesses with personal property within the city jurisdiction which provides a basis for the assessor's annual personal property canvass.

Removed Personal Property:

When it is discovered that previously assessed or exempt personal property is no longer located in the city, the parcel will be retired in BS&A for the following assessment cycle.

Personal Property Forms

Personal Property Statements:

Annually on or before January 10th Personal Property Statements will be mailed in accordance with MCL 2111.19.

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Personal Property Canvass and Records Maintenance Policy Continued

Personal Property Forms Cont'd

Processing Received Personal Property Forms:

Timely filed forms received in connection with personal property parcels, including but not limited to Form 632, Form 5076 and Form 5278, will be processed by the Assessor.

In the absence of timely filed forms, the Assessor will estimate values when necessary.

Late filed forms received by the Assessor will be contacted and directed by the Board of Review.

Personal Property Record Maintenance

Personal Property Valuations:

For parcels with timely filed and accepted Personal Property forms, the assessment will be in accordance with the information provided on the forms. When no timely filed forms are received, or when a filed form is denied, the assessor will estimate the value of the personal property for the parcel and set the assessment based on the estimated value. In accordance with MCL 211.24c when required, Personal Property parcels will receive a Notice of Assessment.

Taxpayer Name and Addresses:

Taxpayer name and addresses will be updated in accordance with filed forms or upon the request of the taxpayer.

Records Retention:

Personal property statements and other personal property related forms will be retained in locked storage for a minimum of 3-years after payment of taxes associated with the parcel has been received. The personal property roll will be retained for a minimum of 7-years after the date of certification.

CERTIFICATION

I HEREBY CERTIFY that the foregoing policy is a true and exact copy of a policy adopted by the City of Mackinac Island at its regular Council Meeting held on Wednesday, April 2, 2025.

City of Mackinac Island
Danielle M. Leach, City Clerk