

SCIO TOWNSHIP PROPERTY TAX EXEMPTION POLICY

Revised 10/2023

Michigan property tax law presupposes that all property is taxable unless specifically exempted by the Michigan Constitution or a particular statute. When interpretation of an exemption statute as it applies to a specific property or circumstance is ambiguous or questionable, the benefit of doubt will fall on the side of taxable.

Scio Township will accept applications for property tax exemptions by the completion of an "Application For Exemption From Real & Personal Property Taxes". The application shall include the owner, the occupant, and the specific use of the property in question as of December 31st in the year prior to the year of the desired exemption. The application shall also include the statute, preferably by citation, which would explicitly grant a property tax exemption to the claimant and property. When an exemption is claimed under occupancy by a "Charitable" organization, the applicant will also include a narrative demonstrating compliance with each part of the 6-par test established by the Michigan Supreme Court in *Wexford Medical Group v city of Cadillac*:

1. The claimant must be a nonprofit institution;
2. The claimant must be organized chiefly, if not solely for charity;
3. The claimant must not offer its charity on a discriminatory basis by choosing who among the group it purports to serve deserves its services, but rather must serve any person who need the particular type of charity being offered;
4. The claimant must bring people's minds or hearts under the influence of education or religion; relieve people's bodies from disease, suffering, or constraint; assist people to establish themselves for life; erect or maintain public buildings or works; or otherwise lessen the burdens of government;
5. The claimant may charge for its services as long as its charges are not more than what is needed for its successful maintenance; and
6. The claimant need not meet any monetary threshold of charity, rather, if the overall nature of the claimant is charitable, it is a charitable institution.

Scio Township will review all exemptions annually for a change in ownership, change in occupancy, or change in use of the property and, if necessary, solicit information from a property owner to verify qualification for continued exemption. A property no longer qualifying for an exemption will be fully assessed the year following the change in status.

Scio Township

Property Tax Exemption Application

Revised 10/2023

PROPERTY INFORMATION

<input type="checkbox"/> Real Property	Parcel Number _____
	Property Address _____
<input type="checkbox"/> Personal Property	Parcel Number _____

OWNER INFORMATION

Name of Organization _____

Contact Person _____ Phone Number _____

Mailing Address _____

E-mail Address _____

INDICATE UNDER WHAT STATUTE YOU ARE CLAIMING EXEMPTION

_____ 211.7d Elderly or Handicapped Housing owned by certain nonprofit organizations (tax to be paid by State of Michigan per Section 211.7d)

_____ 211.7n Property owned by certain nonprofit cultural or education organizations

_____ 211.7o Property of nonprofit charitable institutions

_____ 211.7o Homes for the aged or chronically ill owned by religious, fraternal, secret societies, or nonprofit corporations

_____ 211.7p Memorial homes or posts owned by any veterans' association

_____ 211.7g Property owned by youth organizations

_____ 211.7r Clinic, hospital, or public health property

_____ 211.7s Houses of public worship, parsonages

_____ Other (please specify) _____

MICHIGAN TAX TRIBUNAL FOUR-PART TEST (Check all that apply)

_____ 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 the United States.

_____ The exemption exists only when the buildings or 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

1. Articles of Incorporation
2. Organizational By-laws
3. Copy of deed or land contract showing ownership
4. Internal Revenue Service Code 501c(3) status
5. Internal Revenue Service Code 990, 990n, 990ez
6. Copy of any pamphlet, other information, or literature describing the functions of the organization
7. Copy of fee schedule
8. Copy of your policy as to who is eligible to receive your services and on what terms

If you are not providing any of the above, you must include a letter explaining why.

Signature _____ Date _____

Title _____

SCIO TOWNSHIP

Property Tax Exemption Approval and Denial Guidelines

Approval Guidelines

Property owners seeking exemption from property taxes should follow this procedure:

1. Fill out and submit the Scio Township Exemption Application
2. Submit any supporting documentation as indicated on the form
3. Submit further supporting documentation, if necessary, as requested by the Assessor to clarify property owner's eligibility for the exemption

The Assessor, upon receiving a submission of the Scio Township Exemption Application, should do the following procedure:

1. Review the form for accuracy and completion, and if necessary, contact the applicant to request further information
2. Review the section of the Michigan General Property Tax Act under which the applicant is requesting exemption from property taxes and verify that the applicant qualifies for the exemption. This may include reviewing all of the following:
 - a. The Michigan General Property Tax Act
 - b. Any bulletins or guidelines issued by the State Tax Commission
 - c. Any applicable Michigan Tax Tribunal rulings or related court opinions
3. If the Assessor determines the applicant qualified for the exemption, the applicant should be notified in writing, and the property should be removed from the assessment roll for the appropriate year
4. If the assessor determines the applicant does NOT qualify for the exemption, the applicant should be notified in writing, including any applicable appeal procedures

Audit Guidelines

The Assessor, should annually conduct the following: Review the record card and any related documents to determine if any changes have been made that would change the status of the exemption. If necessary, the Assessor can request additional information from the property owner to support the continued exempt status.

Denial Guidelines

The Assessor, upon receiving evidence that the property owner no longer qualified for the exemption, should remove the exemption, notify the taxpayer and provide them with documentation of their appeal rights. The same procedure should be followed in the absence of supporting documentation from the property owner that the exemption should be continued.