

# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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Administrative Policy No:

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Effective Date:

February 2, 2026

Policy Regarding:

## **PERSONAL PROPERTY CANVAS AND NEW CONSTRUCTION**

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PA 660 of 2018 requires Thomas Township to establish a policy regarding the inspection (canvassing) of personal property.

The Assessor of Record along with his or her assistant or designee will canvas the Township annually to verify Personal Property accounts. The canvas will determine if a business is new to the Township and if a business is no longer present in the Township. When possible, an assessing staff member or designee will make contact with any new business to explain the forms that the business is required to submit to the Township by February 20<sup>th</sup>, which is the statutory date for filing a personal property statement. If you do not receive a statement but have assessable personal property, you are still required to file. Forms are available at the Assessor's Office or online at [www.michigan.gov/treasury](http://www.michigan.gov/treasury).

This canvas will take place during the month of December in each calendar year.

Additionally, new construction (all new buildings) in the Township will be visited by the end of December each calendar year to verify completion. Whenever possible, new construction will be measured in the field, pictures will be taken and the property owner will be interviewed if they are available.