

Assessing Office Duties

Does:	Does NOT:	Who does?
- Owner Name and Address Changes - Tracks, enters all sales - Property Tax Exemptions - Principal Residence - Qualified Agricultural - Veteran's - Poverty - General Property - Assessed Values - Taxable Values & Uncapping - Land Division (Splits and Combinations) - Legal Descriptions - March, July and December Board of Review - Michigan Tax Tribunal	Assist with preparing a deed	Attorney / Legal Counsel*
	Process tax deferment applications	City/Twp Treasurer
	Answer questions about delinquent tax bills	City/Twp/County Treasurer
	Deal with Code Enforcement (weeds, etc.)	Code Enforcement Officer
	Building questions such as what is allowed on a lot, etc.	Building Department
	Requests to purchase Township/City owned property	City/Twp Manager or Clerk
	Special Assessment payoffs	City/Twp Treasurer
Provide taxable value information as requested if parcel is removed from P.A. 116	Process P.A. 116 Farmland applications for approval of new enrollment or removal of enrollment	City/Twp Clerk for Board action.

*Legal Services of Eastern Michigan (LSEM) 1-800-322-4512 provides legal services. LSEM delivers free legal help in 14 Mid-Michigan counties: Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, Sanilac, St. Clair, and Tuscola.

Sharon Frischman, MMAO
Michigan Assessing Coalition, Inc
October, 2026