

# Baraga Township

## Personal Property Annual Canvass Policy

To ensure accurate assessments, Baraga Township is required to establish a policy regarding the inspection (canvassing) of personal property.

Goals of the Annual Canvass of Personal Property:

- To identify new businesses and to verify the closure of previously existing businesses located within the township.
- To maintain an accurate inventory of business personal property located within the township and to ensure that it is being fairly and equitable assessed.
- To assist business owners in understanding business personal property filing procedures and requirements in the State of Michigan.

The Baraga Township Assessor will conduct a canvass by driving through the Township to determine if personal property has been removed or added to parcels within the township in the preceding year. The canvass will begin no earlier than the first Monday in November and be completed by the end of December of the same year to determine the status of the property on Tax Day. (December 31<sup>st</sup>)

Following the Personal Property Canvass the assessor will mail out personal property statements (no later than January 10<sup>th</sup>) to the owner or persons who possess assessable personal property which must be completed and returned to the assessor by February 20<sup>th</sup>.

Any business, unless specifically exempt, is required to file a personal property statement with the assessor to report any personal property as of December 31<sup>st</sup> of the prior year.

The statutory due date for filing a personal property statement is February 20<sup>th</sup>. If you do not receive a statement but have property to report, you are still required to file. Forms are available online at [www.michigan.gov/treasury](http://www.michigan.gov/treasury) or by contacting the assessor.

Personal property records are filed by tax year and maintained at the township hall.

Baraga Township Assessor: Amy Isaacson, MCAO, R-9285

Email: [assessor@baragatownship.org](mailto:assessor@baragatownship.org)

Cellphone: (906) 201-2380

Motion to accept the policy was made by Wadaga, supported by Manson. Ayes, ALL. Nays, NONE. Motion carried.

I, Michelle Fish, Baraga Township Clerk, hereby certify that the above policy was approved at the Regular Meeting of the Baraga Township Board of Trustee held on Thursday, January 9, 2025 at the Baraga Township Hall located at 13919 State Hwy M-38, Baraga, MI 49908.



Michelle Fish, Barag Township Clerk