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ELY TOWNSHIP
ASSESSING DEPARTMENT

Audit Procedures for Granting or Removal of Real Property Exemptions Policy

The Township of Ely Office of the Assessor, headed by the Township Assessor of Record, is charged with locating, identifying, and valuing all taxable real property and personal property within the Township of Ely to provide a fair and equitable basis for taxation.

The office of the assessor maintains tax descriptions of real property, maintains maps showing the ownership and tax districts for the Township, and processes property tax exemptions.

Property tax exemptions are granted based on three (3) elements:

1) Property ownership,

2) Property use, and

3) Statutory definition

Taxpayers receiving an exemption may be required to apply through the assessing office or other designated office. Michigan State Law includes a range of mandatory exemptions and optional exemptions available for residential, commercial, and industrial property.

The office of the assessor conducts annual reviews and maintains information for those properties that are exempt from taxation to determine whether such properties continue to qualify for an exemption. The annual review of exemptions ensures that properties are correctly assessed and validates the ownership and usage of the properties; some mandatory exemptions are not reviewed since the assessing office has no option but to grant the exemption.

Active monitoring of changes to recorded title, public information review, and periodic field inspections is included as part of the annual review of exempt property. The primary elements of an exemption determination are based on the ownership and use of the property depending on the type of exemption.

Assessing staff reviews property ownership as part of the first consideration for an exemption determination. Secondly, assessing staff confirms that the property is in use for nonprofit exempt purposes. In the case of small business taxpayer exemption, poverty exemptions, disabled veterans and residential exemptions, there are specific requirements related to occupancy and other criteria related to each exemption.
Assessing staff annually reviews exemption determinations employing three (3) elements depending on the type of exemption as follows:

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1. All property ownership records are monitored to confirm continuance of ownership to the exempt entity or person through review of ownership records held at the Marquette County Register of Deeds.

2. Staff annually inspects 20% of properties throughout the Township of Ely and notes any changes to exempt properties for review.

3. The office of the assessor monitors public information concerning exempt properties and owners.

The office of the assessor also strives to maintain exemption files with sufficient documentation to support the decision to grant exemptions.

Exemption records are maintained in two (2) ways. The primary system is the BS&A computerized data system that retains information regarding ownership, location, physical description, inspection dates, staff comments, and exemption status. This system is generally adequate and contains sufficient data to administer the exemptions.

The second data system is a paper file system that includes the original application, required documents and correspondence that supports the exempt status. The primary source for documenting an exemption is the paper application that is submitted along with supporting documentation.

Any exemption applications received by the Assessing Office, will be timely reviewed to determine if it is a completed application. If the application is incomplete, or missing required information or documents required for the exemption, the application will be returned as incomplete and will not be considered or processed. In the event an incomplete application is returned, a letter will accompany the incomplete application with a detailed list of what is needed for the application to be considered complete.

POLICY DECLARED ADOPTED BY ELY TOWNSHIP BOARD FEBRUARY 19TH, 2025.