

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 Treasurer
	Answer questions about delinquent tax bills	City 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 Manager or Clerk
	Special Assessment payoffs	City Treasurer

*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.