

# Allegan Township

3037 118<sup>th</sup> Ave  
Allegan, MI 49010  
269.673.5051 (P) 269.686.2409 (F)

## ASSESSOR ACCESSIBILITY POLICY

Allegan Township employs an assessor of record, Heather Mitchell, who is certified by the State of Michigan as an MAAO; Certification R-8246.

The assessor is available at the Allegan Township Hall on Thursdays from 9 am – noon. Outside of office hours, the assessor is available via phone 269-978-8274 and email [hmitchell0301@gmail.com](mailto:hmitchell0301@gmail.com) Monday through Friday, 9:00 am – 5:00pm. To meet outside of office hours, please call or email the assessor, Heather Mitchell, directly to set up an appointment.

Taxpayers and residents are welcome to come in during office hours for any questions or to request public documents. Record card information is available free of charge at [www.allegancounty.org](http://www.allegancounty.org). All other information or requests made to the assessor will be answered within seven (7) days per MCL 211.10g(1)(c)(ii). Requests can be made in person, via email, or by telephone. A FOIA may be required.

### KEY MONTHS IN THE ASSESSING CYCLE:

#### FEBRUARY

##### February 21

Deadline to file the affidavit to claim the exemption for Eligible Personal Property MCL 211.90(2) [Form 5076 Small Business Property Tax Exemption Claim](#)

##### February 21

Deadline for taxpayer filing of personal property statement with Assessor

Deadline for filing the affidavit and statement for which Eligible Manufacturing Personal Property exemption is being claimed. [Form 5278 Affidavit and Statement for Eligible Manufacturing Personal Property and Essential Services Agreement](#)

The assessor shall notify by first class mail to all owners listed on the assessment roll a notice not less than 14 days before the meeting of the board of review. [Assessment Notice](#)

Your Tax Assessment

- [How to Read Your Assessment Notice](#)

If you feel your assessed value or taxes are too high, first contact the assessor to ensure there isn't an error on your notice and to discuss how the assessment was developed. You may call, come in person, or email the assessor to set up a time to discuss your notice.

The March Board of Review does require appointments to preserve your time and the Board's. Dates and times of appeal are on your notice.

## MARCH

The assessment roll shall be completed and certified by the assessor MCL 211.24 (on or before the first Monday in March)

The assessor shall submit the certified assessment roll to the Board of Review MCL 211.29(1) the Tuesday after the first Monday in March.

The Board of Review must meet the second Monday in March and one additional day during the week.

## APRIL

On or before the first Monday in March, the Board of Review must complete their review of protest of assessed value, taxable value, property classification or denial by assessor of qualified agricultural property exemption. MCL 211.30a

## MAY

### May 1

Deadline for filing the Farmland Exemption Affidavit [Form 2599 Qualified Ag Exemption](#)

## JUNE

### June 1

Deadline for filing first year, Conditional Rescission of Principal Residence Exemption MCL 211.7cc(5) [Form 4640 Conditional Rescission of PRE](#)

Deadline for filing Foreclosure Entity Conditional Rescission of PRE Form 4983 MCL 211.7cc(5) [Form 4983 Foreclosure Entity](#)

## JULY

Board of Review meets to correct clerical errors on the Tuesday after the third Monday in July MCL 211.53b

### July 31

Appeals of property classified as residential real, agricultural real, timber cutover real or agricultural personal must be made by filing a written petition with the Michigan Tax Tribunal on or before July 31 of the tax year involved MCL 205.735a(6)

## DECEMBER

Board of Review meets to correct clerical errors on the Tuesday after the second Monday in December MCL 211.53b

### December 31

Tax Day for assessments and property taxes MCL 211.2(2)

Deadline for filing a second or third year Conditional Rescission of Principal Residence Exemption MCL 211.7cc(5) [Form 4640 Conditional Rescission of PRE](#)