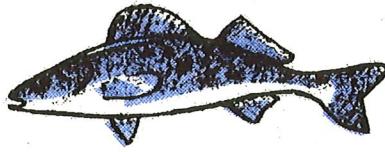


# Kawkawlin Township

1836 E. Parish Rd.  
Kawkawlin, MI 48631  
989-686-8710  
Fax 989-686-0895



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Policy Date: June 5, 2025

Policy Name: Personal Property Canvas Policy

Purpose: To ensure compliance with the STC's Supervising Preparation of the Assessment Roll. The following procedures will be followed annually in regards to personal property canvassing by the assessor.

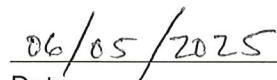
Policy:

- Personal Property file is created for collecting any personal property leads from any sources.
- While performing field work, the assessor makes notes on any new businesses or changes to existing businesses.
- Building permits are reviewed for any applicable change in commercial or industrial use.
- Personal property accounts will have real property numbers assigned.
- A parcel identification number will be assigned to each personal property account.
- Personal property accounts will only be removed with verification from the owner or on site verification.
- Personal Property Statements will be sent annually to every account/parcel in the database that is not exempt.

Policy written and approved by:



David McArthur  
Kawkawlin Township Assessor



Date