



PAVILION TOWNSHIP

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POLICY FOR ANNUAL PERSONAL PROPERTY CANVAS

Purpose: To produce accurate personal property assessments on an annual basis and to have an accurate and complete listing of businesses with personal property located within Pavilion Charter Township.

Pavilion Charter Township Assessor shall conduct an annual Personal Property Canvas each year around, but no later than tax day, December 31st. Said canvas shall consist of an up-to-date listing of businesses, and driving thoroughly throughout the Township to locate any businesses that have not been previously accounted for. Township Assessor shall note the location, name, and nature of any new businesses. The Township Assessor shall also note any businesses that have closed or moved out of the Township boundaries since the prior year canvas.

Prior to mass mailing L-4175 Personal Property Statements, each new business found shall be established with an appropriate parcel identification number and included in the mailing. Each closed business parcel identification number shall be retired.