

BOARD OF REVIEW COMMONLY ASKED QUESTIONS

- Have the Assessment Change Notices been mailed out yet? **Real Property Assessment Change Notices will be mailed out every year by the last week in February.**
- Can I access information online? **Yes, starting the last week in February assessments will be available online. To access BS & A property information go to www.chesterfieldtwp.org Government tab/Assessing tab/Online Property Information. Our Residential Sales Study is also available at our Assessing Department counter or online at www.chesterfieldtwp.org /Government tab/Assessing tab/Residential Sales Study tab/ Property Sales Study (PDF).**
- Is there an informal process before the formal filing deadline? **NO**
The March Board of Review appeal dates are only scheduled in the month of March. Beginning the last week of February taxpayers can schedule an appointment, by calling 586-949-0400 option 8, then option 5. Written letter appeals must be received in the Assessing Department before 4:30 pm on the last day of the close of scheduled March Board of Review appointments.
- If we skip the informal process, are we still able to file a formal appeal?
Commercial/Industrial properties can make an appointment for the board of review once you receive your Assessment Change Notice or appeal directly to the Michigan Tax Tribunal after the assessment roll is completed but before May 31st.
- What is the deadline to file a formal appeal? **All appeals must be presented before 4:30 pm on the close of the March Board of Review.**
- Is the appeal required to be in the office or postmarked by this date? **All appeals must be in office prior to the close of the March Board of Review. Only Personal Property Statements can be postmarked.**
- Are we required to fill out a specific form? If so, how can we obtain a copy?
L-4035 Board of Review petition is located on the township website at www.chesterfieldtwp.org under Assessing/Forms.
- Does your Township require evidence to be submitted with the appeal; or can it be supplemented after the initial filing? **Petitioner has the burden of proof to support their contention of true cash value. File any paperwork that supports your contention for the appeal.**
- Can the appeal and evidence be submitted online or via email? **No, all appeals must be submitted with your appointment or by letter.**
- Can an out-of-state agent file on behalf of the taxpayer? **YES**
May we use our own Agent Authorization form? A letter of authorization signed by the taxpayer must be submitted.
- Is an Attorney required to file the appeal? **No**

PERSONAL PROPERTY

- Personal property documentation can be submitted electronically. It will be processed in the same manner as if it was submitted as a hard copy. **We ask that you DO NOT submit additional hard copies by any other method.** (mail, fax, or in person), unless you are requested to do so by Assessing personnel. Submission by other methods may result in an incorrect or duplicate assessment.
- If you are sending Personal Property Statements (PPS) **After the February 20th** filing deadline and would like it to be presented to the March Board of Review for approval, you must submit a written request. **A generic written request form is available on our website:** www.chesterfieldtwp.org. under Assessing/Forms titled: Late Filed Personal Property Board of Review Appeal form.
- **Personal Property Appeals of timely filed statements can be made to the Annual March Board of Review.**

Specifically, for Personal Property, it is best to get a confirmation email or phone call that we have received any information. Please do not assume that we have received your information. Please contact the Chesterfield Township Personal Property Examiner at 586-949-0400 ext. 6454 or by emailing assessing@chesterfieldtwp.org for all personal property matters.

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