



Dear Property Owner:

To maintain uniformity and equity of assessments, Georgetown Township will be conducting a re-inspection of the residential properties in your neighborhood over the spring and summer of 2019. The re-inspection consists of the collection and/or verification of facts relevant to each individual property; checking for the accuracy and completeness of township records. Property assessments can only be as accurate as the property inspection date on which they are based, the older the information, the more likely corrections will be required.

A list of frequently asked questions can be found on the reverse side of this letter. Please call the Assessing Department at (616) 457-2340 if you have any additional concerns regarding the staff's work and/or if it would be more convenient to schedule an appointment for the visit. Unless other arrangements are made, a site visit to properties will be made between 9:00 a.m. and 6:00 p.m., staff will be taking measurements, exterior photographs, and gathering information from property owners. Owners who are not at home during the site visit will be left a postage paid door hanger to complete and return to the township office. Your cooperation in this process is appreciated.

Sincerely,

Jill Skelley, MAAO  
Georgetown Township  
Assessing Department

## Frequently Asked Questions

### **How will I identify Georgetown Township employees?**

The assessing staff will have clearly marked township-issued identification badges. They will typically be carrying a clipboard and tape measure. Their vehicles will also be marked with the township logo. If further identification is needed, please don't hesitate to call the Assessing Department at 616-457-2340.

### **Why are people measuring and photographing my property?**

Part of updating the assessing records requires an exterior measurement of the home/building as well as measurements of any improvement on the property. Photographs are taken for assessment records and for informational purposes. The State of Michigan requires the assessing department records to be as detailed and up to date as possible.

### **Will everything on my property be measured and inspected?**

Yes, some items will be picked up as informational items only, but the State of Michigan requires any improvements, big or small, to be inspected and measured.

### **Does the township staff need to go in my backyard?**

The assessing staff is required to go into the backyard to complete the inspection. They will first knock at the door; if there is no answer, they will begin to measure the front of the house/building and make their way around to the back of the property.

### **Does the township staff need to come inside my home?**

NO, the assessing staff does not need to be inside the home during the inspection. However, staff will ask you questions about the interior of your home. If a door hanger is left, please complete it and return it to the township office. Returning the door hanger will help to prevent the assessing staff from making assumptions about the interior improvements of your home and ensure accurate records.

### **What if I made no changes to the property since it was purchased?**

Even though there have been no changes to the property since the date of purchase, township records may still require updating. Some of the properties have not been visited since they were originally built.

### **What is going to add value to the assessment and what is not?**

General maintenance items such as new gutters, roof, windows, etc. are not assessable items. The leading contributors to an increased assessment include, but are not limited to: discovery of air conditioning, decks, porches, patios, sheds, additions, garages, carports, barns, finished basements and the number of bathrooms.

### **Does this have anything to do with my Principal Residence Exemption?**

No. This inspection will in no way affect the Principal Residence status.

### **Is there any way to protest the inspection and/or what is found?**

Every year at the end of February, a notice of assessment is mailed to every property that has a change in the assessed value. Once the notice is received, please review the information provided. A list of dates and times to protest at the local March Board of Review is included. Failure to receive the notice does not invalidate the assessed and taxable values. The March Board of Review is the only time a taxpayer can appeal their residential home value. If it is missed the taxpayer forfeits their rights to appeal their values for the remainder of the year.

**Door hanger helpful hints:** Bedroom Count- count flex rooms with closets as bedrooms; regardless of the current use of the room. Room Count-count habitable areas only (no bathrooms); count kitchen and dining as one room; formal dining rooms should be counted separately. Bath Count- if the bathroom supports shower functionality, it's considered a 3-fixture bathroom.

**2019 SPRING/SUMMER REINSPECTION  
AREAS BY MAP SECTION/ QUARTER SECTION**

**part of 12-300**

**13-100 through 400**

**14-400**

**21-200**

**part of 22-100**

**part of 22-200**

**22-400**

**part of 23-100**

**23-200 through 400**

**24-100 through 400**

**part of 26-100**

**part of 26-200**

**part 30-100**