

State Assessors Board Certification Level Requirement Reduction Request for a Local Unit or County

State Assessors Board Administrative Rule 31 (R 211.431) states that Townships, Cities, and Counties must “be rated as to the level of certification that is required to assess or equalize the entire unit ...” and that rating is subject to annual review and change by the Board. The certification level of a local unit or county with one large commercial or industrial property (major industrial facility, power plant, resort, etc.) may be reduced by action of the State Assessors Board if assessment of the one property in question is performed by an assessing officer certified at the level required for the unit or county. The assessing officer assuming responsibility must also assume responsibility for this assessment through any appeals for that assessment year.

To assist the Board with the review of this request, please include any documentation (e.g., legal contracts, etc.) which verifies the assumption of assessment responsibilities. Documentation indicating the value of the property to be valued by another assessing officer must accompany this request. Once the Board acts on the request, you will be notified of the action in writing.

To request the State Assessors Board to reduce the certification level requirement for a local unit or county, fully complete this form, including required documentation, and submit it to:

State Assessors Board
P.O. Box 30471
Lansing, Michigan 48909-7971

This form may also be returned by fax to 517-241-3583.

REQUESTOR INFORMATION		
Name of Assessing Officer or Equalization Director Requesting Exception	Certification Number	Certification Level
Name of Local Unit of Government	County Name	Certification Level Required
Name of Assessing Officer Assuming Assessment Certification Responsibilities	Certification Number	Certification Level
Total Equivalent SEV of Unit	Total Commercial/Industrial Equivalent SEV of Unit	
Equivalent SEV of the Property to be Valued by Another Assessing Officer	Commercial/Industrial SEV of the Property to be Valued by Another Assessing Officer	
Ownership of the Property to be Valued by Another Assessing Officer		
Signature of Current Assessor of Record (Required)		Date
Signature of Assessing Officer Assuming Responsibility of Property to be Valued (Required)		Date

All certification level requirement requests must be submitted to the State Assessors Board on a yearly basis. Approved reductions expire on December 31 of each year.

STATE ASSESSORS BOARD OFFICE USE ONLY				
Date Received	SAB Action Date	Approved / Denied	Level Approved	Expiration Date