

Form 3689 L-4027i Interim Status Report and Plan of Study Activity Instructions

The L-4027i Interim Status Report is the county's equalization plan of study activity for the current year. It is completed by the county equalization director and due to the State Tax Commission by June 30 of each year. (State Tax Commission Rule 209.41) The purpose of the L-4027i is to notify the State Tax Commission of the county's equalization study plan. The Interim Status Report provides a baseline to monitor county progress and early detection of potential county equalization issues. The Interim Status Report, while due to the State Tax Commission on June 30, actually contains information pertaining to the status of the county study on these dates: June 30, August 31, October 31, and December 31.

The data entered on page 1 is to reflect the equalization study as it will be when complete on December 31. The three sections on page 2 are to provide the status of the equalization study as of these three dates: June 30 (actual status at the time the Interim Status Report is submitted), August 31 (planned status), and October 31 (planned status).

If, on August 31, October 31, or December 31, the actual progress of the study is significantly different than was initially reported, submit an amended plan with an explanation as to why the county has amended the study plan.

The unshaded fields are the fields where you enter data. Please be careful - **the Excel file has not been protected**. Please note; that if there are no parcels in the classification, no data entry is required.

If you find any problems with the formatting or have any suggestions please send an email to Equalization@michigan.gov.

INSTRUCTIONS PAGE 1

This page is to reflect the December 31 County Equalization Study Plan

County # On the top of the page, row 3: Complete the field to the right of the box labeled County number with the 2 digit county number

County Name Row 3: Complete field to the right of the box labeled County Name

Study Year Row 3: Enter Current Year (The Study Year calculates)
(Both the Current and Study Year default to the other pages)

Date Amended Row 2: Complete this field only when submitting an amended study plan.

- Local Unit** Enter name of the local unit (township or city)
- Classification of Property** 100 = AGRICULTURAL
200 = COMMERCIAL
300 = INDUSTRIAL
400 = RESIDENTIAL
500 = TIMBER CUTOVER
600 = DEVELOPMENTAL
PERSONAL PROPERTY
- Study Type:** Reference the Study Type Legend at the bottom of page 1 of the L-4027i worksheet to complete the study type column for each classification of property.
- # of Parcels in the Study*** Enter the number of parcels that have been selected for the equalization study for each local unit, for each classification of property
- # of Parcels in the Class*** Enter the total number of parcels for each local unit, for each classification of property
- % Studied*** No entry is required in this column. (This field auto calculates the results based on the data entered in the second and third columns for each classification.)

*The parcels selected for inclusion in the study should be representative of the class and should therefore reflect a similar percentage of the assessed value in the class. Example: If you are studying 30 parcels in the commercial class and the 30 parcels represent 18 % of the total parcels in that class, then those 30 parcels should also represent approximately 18 % of the assessed value in that class.

Rows 40-64 are Hidden

Only counties with more than 33 units (i.e. only Wayne and Oakland counties) will need to follow these instructions to unhide rows 40-64. All other counties have less than 34 units and can use the form with the additional rows hidden. To expand the number of rows in page 1, go to the far left column (row number column) and left click the mouse in row 39 (the row above the totals row 65), while keeping the mouse button depressed, drag to the totals row 65 and release, then right click the mouse and choose 'Unhide Rows'. To hide rows, left click at the first row you want to hide and drag to the last row you want to hide and release, right click and select 'Hide Rows'. Again, only Wayne and Oakland counties will have the need to do this. When using the hidden rows, page 1 of the worksheet will print on 2 pages. Both the primary page 1 and the continuation page 1 will indicate page 1 at the top right of the page.

INSTRUCTIONS PAGE 2

Page 2 is to reflect the actual status on June 30, and the planned interim status of study for August 31 and October 31. The highlighted fields contain data that is pre-populated from page 1.

of Parcels in the Study

Most of the time the column '# of parcels in the study' will have the same number, by class, in all three rows: Parcel Selection, Field Work, and Appraisal Data Entry. However, in any class that contains both appraisal and sales studies the Field Work and Appraisal Data Entry rows may differ from the Parcel Selection row. This is because in jurisdictions with large sales data sets often times only a representative sample will be chosen for field work. For clarification look at the 400 class: L8 & 9, L18 & 19, L28 & 29. Because it is common in the residential class to have both appraisal and sales studies, the respective fields (L8 & 9, L18 & 19, L28 & 29) are not set to auto-calc from page 1, i.e. they do not automatically have the same data as the Parcel Selection Field. To complete this form will require manually entering data into those fields. When a class has both sales and appraisal studies it may be necessary to overwrite the auto calculated entries in the Field Work row and the Appraisal Data Entry row to more accurately reflect the characteristics of the combined study.

of Parcels Completed

Parcel Selection: Enter the number of parcels that have been selected for inclusion in each class of the study

Field Work: For each class indicate the number of the parcels inspected as of the status date

Appraisal Data Entry: For each class indicate the number of parcels where the data has been entered into the Computer Assisted Mass Appraisal (CAMA) system

Sales Data Entry

In column E indicate the percent of recorded deeds that have been processed. Because deeds are usually processed based on date recorded, and not based on property class, the spreadsheet has been designed to carry forward the value entered into column E to the other classes.

Land Value Study

Indicate the percent of the land value study to be completed as of the status date. Page 3 contains areas to add comments about the Land Value Study.

ECF Study

Indicate the percent of the economic condition factor study to be completed as of the status date. Page 3 contains areas to add comments about the ECF Studies.

INSTRUCTIONS PAGE 3

Page 3 is for overall comments and other relevant data for certification levels, staffing, CAMA, and contact information.

Section 1 Enter comments for each classification in the applicable fields provided.

Personal Property:

Indicate if you believe that the Equalization Department has adequate procedures in place to review and handle Personal Property as directed by current STC directives.

Section 2 Certification

Section 3 Check one box to indicate original plan or amended plan. If an amended plan, indicate the reason for amendment. Enter the date, indicate level of certification, and name. Provide the requested information for the county's equalization department.

Please return spreadsheet in Excel format and email to Equalization@michigan.gov