

Request for New Certification for Use of a Computerized Assessment Roll by a Local Unit

Issued under authority of Public Act 112 of 1990. Filing is voluntary.

The State Tax Commission is responsible for approving the use of a computerized database as the assessment roll for local units of government. Approvals are granted for three years. In order to timely process a new request, a fully completed application must be received by the State Tax Commission no later than October 31 of the year prior to the year in which the computerized assessment roll will be used. Once approved, the local tax collecting unit must submit a request for recertification no later than May 1 of the third year of the current approval period in order to continue using the computerized assessment roll for an additional 3 three year period.

Public Act 25 of 2016 sets two conditions that must be met in order for the State Tax Commission to authorize the use of a computerized database as the assessment roll: (1) the local tax collecting unit and the assessor must certify in a form and manner prescribed by the State Tax Commission that the proposed system has the capacity to enable a local tax collecting unit to comply with property tax law; and (2) the local tax collecting unit must comply with all the requirements listed below.

PART 1: ASSESSOR CERTIFICATION OF THE ASSESSMENT ROLL

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| 1. | Will the assessor certify the assessment roll both electronically and in written format and thereafter maintain the assessment roll in a computer-printed format or on a disk, external drive, or other electronic data processing format compatible with the computer system used by the local tax collecting unit?..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. | Will the written certification affidavit attached to or included with the assessment roll document that the assessment roll has been backed up through a computer backup system and contain a sworn statement by the assessor that the backup contains a true and complete record of the assessment roll? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. | Will the written certification affidavit attached to or included with the assessment roll document that the electronic assessment roll shows all assessment data as the assessor originally submitted the roll to the March Board of Review and that it also reports all changes in the assessment roll that have been duly authorized by the March Board of Review? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

PART 2: LOCAL TAX COLLECTING UNIT CERTIFICATION

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| 4. | Has the local tax collecting unit certified and does it continue to adhere to a retention policy that complies with the requirements of Section 5 of P.A. 271 of 1913, MCL 399.5, and Section 491 of the Michigan Penal Code, PA. 328 of 1931, MCL 750.491? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. | Will the local tax collecting unit maintain each assessment roll according to that retention policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. | Does the computerized database system have internal and external security procedures sufficient to assure the availability and integrity of the data contained in the database for the full retention period of the assessment roll?..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. | Has provision been made, through the use of a computer terminal provided for public viewing, or otherwise, to assure that the data contained on the electronic assessment roll will be available for public inspection without hindrance or undue delay? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

PART 3: CERTIFICATION

We declare that the city or township named below, which we are authorized to represent, has the capacity to comply with, and will comply with the requirements of Public Act 25 of 2016, as amended. We understand that a request for recertification must be submitted to the State Tax Commission no later than May 1 of every third year after the State Tax Commission issued an approval.

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| City or Township | County |
| City or Township Address | |
| City or Township Clerk (printed) | Assessing Officer (printed) |
| City or Township Clerk's Signature | Assessing Officer's Signature |