

# Industrial Facilities Exemption Application Checklist

**Applicant Name:** \_\_\_\_\_

## GENERAL INFORMATION NEEDED FOR ALL APPLICATIONS:

- Completed Department of Treasury application Form 1012
- SIC/NAICS Code – eligible business \_\_\_\_\_
- Certified copy of the resolution approving the District. IDD \_\_\_\_\_ PRD \_\_\_\_\_
  - Was the request for the District done prior to construction? (Y/N)
- Certified copy of the resolution approving the application (must include the following statements):
  - ...SEV of real and personal property WILL/WILL NOT exceed 5% of .....
  - ...shall not have the effect of substantially impeding.....or impairing the financial soundness...
  - Term of the exemption approved by the local governmental unit
- Letter of Agreement signed by the local unit and the applicant per MCL 207.572.
- Affidavit of Fees signed by the local unit and the applicant.
- Proof of Real Property Construction Begin Date (Building Permit, Footings Inspection, Signed Affidavit from Contractor, etc).
- List of Machinery and Equipment with installation dates.

## REHAB ONLY:

- If machinery and equipment is being rehabilitated, a list of machinery, equipment and furniture and fixtures, including cost and installation dates.
- Signed Obsolescence Statement from assessor.

## SPECULATIVE ONLY:

- Certified copy of the resolution to establish a speculative building.
- Statement of non-occupancy from the owner and the assessor.
- Was the speculative building constructed before a specific user was identified? MCL 207.553(8)(b). (Y/N)

## TRANSFERS ONLY: \_\_\_\_\_

- Certified copy of the resolution approving the transfer.
- Notice was given to the holder, LGU, assessor and other local authorities for hearing.
- Name Change Only? If so, did we get proof of same ownership? (Y/N)

## REVOCATIONS ONLY: Real Property Personal Property Both

Statutory Reason for Revocation: \_\_\_\_\_

- Certified copy of the resolution approving the revocation.

## AMENDMENTS ONLY: Extension: \_\_\_ to \_\_\_ Increase: \_\_\_\_\_ to \_\_\_\_\_ Both/Other

- Certified copy of the resolution approving the amendment.
- Is the amendment to increase personal or real property? (Y/N) If so, obtain the following:
  - Amended application
  - Updated Machinery and Equipment List.

## COMMENTS:

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