



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

<p>PROPERTY TAX APPEAL ANSWER FORM</p> <p>CLASSIFICATION</p> <p>MTT DOCKET NO. _____</p>

Section 1: Respondent's Contact Information

Unit of Government		
Mailing Address (No., Street, P.O. Box or Rural Route):		
City or Town:	State:	ZIP Code:
Telephone Number:		
Email Address (do not enter unless you want MTT to send all correspondence via email):		

Section 2: Respondent's Attorney/Authorized Representative's Contact Information

First Name:	M.I.:	Last Name:
Firm Name (if any):		
Mailing Address (No., Street, P.O. Box or Rural Route):		
City or Town:	State:	ZIP Code:
Telephone Number:		
Email Address (do not enter unless you want MTT to send all correspondence via email):		

Section 3: Subject Property Information

Are the parcels listed by Petitioner contiguous or adjoining? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	If no, list all parcels that are adjoining in separate groupings. Attach a separate sheet if necessary.
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Section 4: Explain Your Answer to this Appeal

Section 5: Jurisdictional Issues

Did Petitioner protest the classification at the March Board of Review (BOR)? Yes No

Section 6: Classification Information

Parcel Identification Number:	
Current classification of property established by the Board of Review: Real <input type="checkbox"/> Personal <input type="checkbox"/> (check one)	
Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> Timber-Cutover <input type="checkbox"/> Developmental <input type="checkbox"/> Utility <input type="checkbox"/> (check one)	
What do you believe is the property's classification? Real <input type="checkbox"/> Personal <input type="checkbox"/> (check one)	
Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> Timber-Cutover <input type="checkbox"/> Developmental <input type="checkbox"/> Utility <input type="checkbox"/> (check one)	
If improved property, how is the property currently being used?	
If improved property, for what use was the property designed?	

Signature *Required

Respondent or Attorney/Authorized Representative's Signature:

/s/



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PAPER FILING INSTRUCTIONS FOR ANSWER TO CLASSIFICATION APPEAL

Follow these instructions for filing this Small Claims answer form. For questions that are not answered by these instructions, please visit the Tribunal's website at www.michigan.gov/taxtrib or contact the Tribunal at 517-335-9760.

Mail the completed form to:

Michigan Tax Tribunal
611 W. Ottawa St., Lansing, MI 48933
U.S. Postal Mailing Address: PO BOX 30232, Lansing, MI 48909
Other Carriers (UPS, FedEx, DHL):
2nd Floor MTT, 2407 N. Grand River Avenue, Lansing, MI 48906

Section 1: Respondent's Contact Information: If the respondent is a unit of government, the "Respondent" is not the assessor, Respondent is the unit of government filing the answer to the petition (i.e. city or township). If the Respondent is not a unit of government, Respondent is the party or parties (i.e., owners, taxpayers) filing the answer to the petition. Provide the name, address and daytime phone number for the respondent.

Section 2: Respondent's Attorney/Authorized Representative's Contact Information: If Respondent is a unit of government, Respondent must be represented by an attorney or authorized representative to file an answer to the petition. If Respondent is not a unit of government (i.e., taxpayer), Respondent does not have to be represented by an attorney or authorized representative to file an answer to the petition. If Respondent is using an attorney or authorized representative, that attorney or authorized representative must provide all information requested in Section 2 of the Answer Form. If Respondent elects to have an attorney or authorized representative, only the attorney or authorized representative will receive notices and documents from the Tribunal.

IMPORTANT: If the contact information for Respondent, or the attorney or authorized representative, if listed, includes an email address, the Tribunal will use that email address to electronically serve all future documents issued by the Tribunal. A request by Respondent or Respondent's attorney or authorized representative to opt out of electronic service once an email address is provided must be made in writing.

Section 3: Subject Property Information:

- **Are the parcels contiguous or adjoining:** If multiple parcels are being appealed, indicate whether they are adjoining (i.e., next to each other). If all parcels are not adjoining, list the parcels that are adjoining in separate groupings. Use a separate sheet of paper if necessary.



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Section 4: Explain Your Answer to this Appeal: Provide the basis of Respondent's answer to the appeal and any necessary explanation.

Section 5: Jurisdictional Issues:

- **Did Petitioner protest the classification at the March Board of Review (BOR):** Indicate whether Petitioner protested the classification at the March BOR.

Section 6: Classification Information:

- **Parcel Identification Number:** List the parcel number of the property being appealed.
- **Current Classification of Property as Established by BOR:** Check the current classification of the property being appealed.
- **What do you believe is the property's classification:** Check what Respondent believes is the correct classification of the property being appealed.
- **If improved property, how is the property currently being used:** Identify the current use of the property being appealed.
- **If improved property, for what use was the property designed:** Identify the designed use of the property being appealed.

Signature: A signature by Respondent, if unrepresented, or Respondent's attorney or authorized representative, if represented, is required. A unit of government must be represented.

REMINDERS:

You must submit the *original, completed, signed answer form* to the Tribunal. You should also keep a copy for yourself.

The Tribunal will issue a Notice of Filing after an answer is filed and indicate the case is ready for the scheduling of a hearing.

The Tribunal will send a notice of hearing to the parties no less than 45 days in advance of the hearing.

To check the status of your appeal, visit our website at www.michigan.gov/taxtrib and click on the "Docket Search" option.