

Instructions - STC Form 3689 (L-4027i) *Interim Status Report and Plan of Study Activity by Unit and Class*

For Agricultural, Commercial, Industrial, Residential, Timber-Cutover & Developmental tabs:

Note: if there are no parcels in the classification the “No Parcels in Classification” toggle must be turned on.

Study Type	For each unit where there are parcels in a classification select either AS (Appraisal Study), S1 (One-Year Sales Study), S2 (Two-year sales study), CS (Combined Study), ST (Stratified), NC (None Classed), ES (Estimated) or NS (Not Studied) for the Study Type.
# of Parcels in the Study	Enter the number of parcels that are selected for the equalization study for each local unit, for each classification of property.
# of Parcels in the Class	The total number of parcels for each local unit, for each classification of property should be prepopulated from the ending L-4023 parcel counts from the prior cycle. Check to make sure these parcel counts are correct. If they are incorrect, please contact equalization@michigan.gov
# of Parcels Completed	Parcel Selection: Enter the number of parcels that are selected for <u>appraisal studies</u> in each class of the study as of each status date. Field Work: For <u>appraisal studies</u> in each class indicate the number of the parcels inspected or estimated to be inspected as of each status date. Appraisal Data Entry: For <u>appraisal studies</u> in each class indicate the number of parcels where the data has been entered or estimated to be entered into the Computer Assisted Mass Appraisal (CAMA) system as each status date.
Sales Data Entry	Indicate the percent of recorded deeds that have been processed or estimated to be processed as of each status date.
Land Value Study	Indicate the percent of the land value study completed or estimated to be completed as of each status date.
ECF Study	Indicate the percent of the economic condition factor study completed or estimated to be completed as of each status date.

Personal Property tab:

After entering the study type and number of parcels in study, enter the number of parcels selected for study and the percent complete of the Personal Property Audit/Review as of each status date.

Additional Information tab:

Enter comments for each classification and overall study comments in the applicable fields provided.

Personal Property Indicate if you believe that the Equalization Department has adequate procedures in place to review and equalize Personal Property as per current STC directives. If answered no, please provide comment.

Boundary Changes: Indicate if there has been or you are aware of any boundary changes. If answered yes, provide comment.

For CED Certification tab:

Provide the requested information for: Equalization Director Status, the Current Staff Level Status (including Director, CAMA – GIS Status, comments or concerns, office hours, address, phone number, email address and any other comments. Review this information on Page 3 of the PDF rendering as moving forward this demographic information should roll over and auto populate in the MEG system.

Select Save and then Submit.

If you have any questions, please contact equalization@michigan.gov.

NOTE: If the submit button is not working, required data may be missing from a required field or incorrect data may have been entered into a required field. Please hit the save button before hitting the submit button. If a failure to submit is encountered, please first refresh the system using CNTL + R and try the submit button again. If failure to submit error persists, review all fields on all tabs to make sure they are properly populated. Required fields with either missing data or unallowable data (i.e., special characters) will display an error message in red text directly below the field. Correct the errors indicated, Save and Submit.

If, on August 30 or October 31, the actual progress of the study has substantially changed, the EqD shall request the form be unlocked and subsequently submit an amended plan with an explanation as to why the county has amended the study plan. Substantial differences would include, but not limited to, changing a study from an appraisal study to a sales study or removing/adding a substantial number of parcels from/to a study.