

STATE OF MICHIGAN



JAMES J. BLANCHARD, Governor

DEPARTMENT OF TREASURY

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To: All Assessing Officers and County Equalization Directors

From: State Tax Commission

Re: Use of Computerized Appraisal Schedules

The assessing officers of Michigan now have up-to-date cost schedules for their appraisals. There has been interest as to what computer programs or software packages have been approved by the State Tax Commission. The Commission is concerned that computer assisted appraisals provide values that are compatible with the values produced by manually calculated applications of the Assessor's Manual cost schedules and that the format of the computer print-out is readily understandable by taxpayers and assessors.

M.C.L. 211.10e provides the following:

"All assessing officials, whose duty it is to assess real or personal property on which real or personal property taxes are levied by any taxing unit of the state, shall use only the official assessor's manual or any manual approved by the state tax commission, consistent with the official assessor's manual, with their latest supplements, as prepared or approved by the state tax commission as a guide in preparing assessments."

The State Tax Commission stated at their meeting held April 14, 1987 ". . . that any assessor who wishes to use a computerized appraisal schedule, based on the Assessor's Manual shall submit model appraisals to the STC to demonstrate that the results are consistent with the Assessor's Manual without computerization."

The Property Tax Division has developed guidelines and procedures for evaluating computerized appraisal schedules for pricing site-built single-family residential structures and mobile manufactured housing. These guidelines, which are the basis for recommendations made to the State Tax Commission, are available upon request. Guidelines for evaluating software for the other major cost schedules of the Assessor's Manual will be developed in the future.

Assessors wishing to use computerized appraisal schedules based on the Assessor's Manual should contact the Property Tax Division for a list of approved systems. State Tax Commission approval of a computerized schedule indicates only that the schedule is consistent with the Assessor's Manual. The State Tax Commission does not rate the efficiency of computerized systems or their relative ease of use nor does the Commission recommend a specific vendor's product.