Reset Form

Michigan Department of Treasury
5188 (Rev. 03-19)

INDEX 04206

Application for Conditional/Provisional Assessor Certification

MCL 211.10d provides for a conditional 6-month certificate for newly elected Township Supervisors who want to act as the assessor of record for their local unit. This application must be completed by the person requesting the conditional certification. A letter must be attached from the governing body of the local unit requesting the conditional certification. **The completed application and required documentation along with a non-refundable $50 application fee must be mailed to the State Tax Commission.** Please allow up to four weeks for processing.

Name (Last, First, Middle Initial)	E-mail Address
Mailing Address	City, State, ZIP Code
Work Telephone Number	Date Assumed Office
Name of Local Unit (City, Township, Village)	
County	Total SEV of Local Unit

STATEMENTS OF UNDERSTANDING

1. In accordance with MCL 211.10d, my conditional certificate will be valid for 6 months from the date I assumed Office.
2. I will be required to begin the next scheduled Michigan Certified Assessing Officer (MCAO) Program at my own expense in order to maintain the ability to continue as the assessor of record.
3. In order for me to maintain the ability to certify an assessment roll after the six month conditional certificate has expired and prior to successfully completing the MCAO Program, I will be required to obtain a Provisional Certified Assessing Officer Certificate (PCAO).
4. To obtain a PCAO Certification I am required to successfully complete a State Tax Commission examination and pay a $100 certification fee.
5. Once I obtain a PCAO Certification and prior to completing the MCAO Program, I will be required to complete the same continuing education as all other certified assessing officers.
6. If I do not successfully complete the MCAO Program, my PCAO Certification will become invalid.

I have read the above statements and indicate by my signature below that I understand the requirements to obtain the Conditional and Provisional Certified Assessing Officer Certification. I also understand that I am required to obtain a Michigan Certified Assessing Officer Certificate to maintain the ability to act as the assessor of record.

Signature	Date

Return the completed application, required documentation and the non-refundable $50 application fee payable to **"State of Michigan"** to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909