



OFFICE OF THE CHIEF FINANCIAL OFFICER – ASSESSORS
Application for Real Property Tax Exemption

Date of application: _____

Parcel number (Property Tax ID): _____

Tax year for which exemption is being sought: _____

Organization name: _____

Property address: _____

Mailing address (if different than property address): _____

Please check the purpose for this exemption:

Religious

Charitable

Scientific

Educational

Other

If other checked, please explain: _____

Is this organization currently incorporated as a non-profit? Yes No

How is this property currently being utilized? _____

Attach the following documents with this application:

1. Articles of Incorporation

2. By-Laws

3. Proof of Ownership

4. IRS Exemption Status

The information provided is a true and correct statement of the facts concerning the above described property.

An officer of the entity seeking property tax exemption status or the authorized agent must complete the following:

Name (print): _____

Signature: _____

Title: _____

Telephone number: _____

E-Mail address: _____

Date: _____

For Office Use Only

Date of Field Visit: _____ Staff Assigned: _____

Staff Recommendation: (attached notes) Approve Deny

Board of Assessors: _____ Approve Deny

Name (print): _____ Date: _____ Signature: _____

DISCLAIMER: A request for property tax exemption based on religious, charitable, educational, or scientific grounds must be filed with the City of Detroit Office of the Assessor before the close of business on the second Tuesday of December. Any application received after that date will be considered for the following year.

A denial by the City of Detroit Office of the Assessor must be appealed to the Michigan Tax Tribunal 35 days after the date on the denial letter.