

## **Assessing General Information**

The City Assessor is responsible for listing and keeping the records for all real and personal property in the City of Richmond. Real property is generally land and all things attached to it. Personal property would include machinery and equipment and is generally claimed by commercial and industrial businesses. The City Assessor is an administrative officer of the City and is appointed by the City Manager with approval of the City Council and works under the direction of the City Manager.

Every year the Assessor is required by state law to individually place an assessment equal to fifty percent of the true cash value on all property in the jurisdiction. An assessment roll is created from these assessments and is one of the factors in determining the property tax bill. In 1994 Proposal A was passed which says taxes will be based on taxable value. Taxable value is the lower of the State Equalized Value (SEV) or the Cap Value (simplified, the cap value is based on the cost of living increase). The local taxing jurisdictions determine the millage rates which determine the total amount of taxes to be collected. The local taxing jurisdictions are the City of Richmond, Richmond Community School District, Macomb County, Macomb Intermediate School District, Macomb Community College, the State of Michigan for the State of Education Tax and St. Clair County for those properties located in that county.

The State Tax Commission provides assessors with manuals and guidelines to follow to help maintain uniformity and equality in the assessments. Sales studies are also prepared annually to help estimate values.

With the exception of a few records (personal property statements and real property confidential forms) all records in the Assessor's office are available for review by the Public. These records would include the property parcel cards, legal descriptions, sales study data, lot and building sizes, plat maps, and the State Tax Commission manuals.

By state law, the assessment rolls must be completed by the first Monday in March and be available for review by the taxpayers. After a taxpayer receives his change of assessment notice in February, an informal review with the Assessor may be requested prior to the more formal review conducted by the Board of Review at its March meetings. The Board of Review members are City of Richmond citizens appointed by the City Council to review the assessment rolls. The Assessor serves as secretary to the Board of Review.