

**Gun Plain Charter Township  
Assessor's Office  
381 9<sup>th</sup> St.  
Plainwell, MI 49080**

**GUN PLAIN TOWNSHIP PERSONAL PROPERTY POLICY**

To ensure accurate assessments, Gun Plain Township is required to establish a policy regarding the inspection (canvassing) of personal property.

The Gun Plain Township's Assessor will conduct a canvass by driving through the Township to determine if personal property has been removed or added to parcels within the Township during the preceding year. The canvass will begin no earlier than the first Monday in November and be completed by the end of December of the same year to determine the status of property on Tax Day.\*

Following the Personal Property canvass the assessor will mail out personal property statements to the owner or persons who possess assessable personal property which must be completed and returned to the Assessor by February 20 of the following year.

Any business, unless specifically exempt, is required to file a personal property statement with the Assessor they may have had personal property on December 31 of the prior year. The statutory due date for filing a personal property statement is February 20. If you do not receive a statement but have assessable personal property you are still required to file. Forms are available at the Assessor's Office or can be accessed online through [www.michigan.gov/treasury](http://www.michigan.gov/treasury).

Personal Property records are filed by tax year and maintained at the Township Hall.

*\*The General Property Tax Act defines "Tax Day" as December 31 of the immediately preceding year and states that the taxable status of the persons and of real and personal property for the tax year shall be determined as of that day.*