



# CITY OF BATTLE CREEK

## NEIGHBORHOOD ENTERPRISE ZONE TAX ABATEMENTS INSTRUCTIONS FOR REQUESTING A TRANSFER OF AN EXISTING CERTIFICATE

**IMPORTANT: The new owner must request the transfer to continue receiving tax savings.**

### STEPS TO REQUEST A TRANSFER:

1. Applications can be obtained from the Forms section of the Assessor's web site at [www.ci.battle-creek.mi.us/assessing](http://www.ci.battle-creek.mi.us/assessing) or by contacting one of the following offices:

City Clerk	10 N. Division, Room 117, City Hall, Battle Creek, MI 49014
City Assessor	10 N. Division, Room 112, City Hall, Battle Creek, MI 49014

2. Complete the application by filling in the portions designated for "Applicant." Be sure to clearly identify that you are requesting a transfer of an existing certificate. You can check with the Assessor's Office for the certificate number.
3. Attach proof of ownership or intended ownership does not match the current owner shown on the City Assessor's records. Proof is a copy of an executed deed, land contract, or sales agreement.
4. File your application and a \$20 filing fee with the City Clerk, 10 N. Division St., Room 117, City Hall, Battle Creek, MI 49014.
5. If the application is complete, the Clerk records the filing date and starts the approval process. The City has 60 days to take action and forward it to the Michigan State Tax Commission in Lansing.

### APPROVAL PROCESS:

1. After recording your application, the City Clerk sends a copy of the application to the Assessor's Office.
2. The Assessor's Office checks for proof of ownership and sends verification back to the City Clerk.

3. The City Clerk gives the applicant a Transfer Card with instructions to go to Code Compliance to arrange for an inspection.
4. Code Compliance inspects the property to be sure it continues to meet minimum building codes.
5. If the property meets all the requirements, Code Compliance issues a new Certificate of Compliance.
6. The applicant gives the Certificate of Compliance to the City Clerk.
7. If the property meets all the requirements, the City Clerk sends the transfer application and required documents to the Michigan State Tax Commission in Lansing.
8. The Michigan State Tax Commission reviews your request and determines if you meet the requirements of the law. If your structure and application meet the requirements, the Tax Commission issues a new Neighborhood Enterprise Zone certificate for the years remaining on the certificate. Copies of the certificate are sent to the applicant, the Assessor and to each affected taxing unit.
9. Upon expiration of the certificate, your property is appraised at current market value and returned to the ad valorem assessment and tax rolls.

#### **CERTIFICATE HOLDERS' REQUIREMENT:**

The Assessor is required by this law to file certain information annually with the Michigan State Tax Commission. This includes maintaining a current market value of your property. You may be contacted periodically to arrange for inspections to keep our records up-to-date.

#### **REVOCAATION:**

The Michigan State Tax Commission may revoke certificates for the following reasons:

1. Upon receipt of a written request from you. You must send this request by certified mail to the Michigan State Tax Commission, PO Box 30471, Lansing, MI 48909-7971.
2. If you do not pay your annual Neighborhood Enterprise Zone taxes and ad valorem property taxes.
3. If you fail to file the annual affidavit affirming that you occupy the property as your principal residence before November 1<sup>st</sup> each year. (NOTE: REQUIRED FOR NEW FACILITIES ONLY).
4. If the structure's primary purpose is not residential housing.

5. If the City determines your home does not comply with local building, construction or safety codes.

**CONTACTS FOR ADDITIONAL INFORMATION:**

**Requirements:**

City Assessor's Office  
Room 112, City Hall  
10 N. Division St.  
Battle Creek, MI 49014  
Phone: 269-966-3369  
Fax: 269-966-0618

**Building Permits:**

Building Inspection Office  
Room 111, City Hall  
10 N. Division St.  
Battle Creek, MI 49014  
Phone: 269-966-3382  
Fax: 269-966-3654

**Application Filing & Fee:**

City Clerk's Office  
Room 117, City Hall  
10 N. Division St.  
Battle Creek, MI 49014  
Phone: 269-966-3348  
Fax: 269-966-3555

**Final Inspection & Certification**

Code Compliance Office  
3<sup>rd</sup> Floor, City Hall  
10 N. Division St.  
Battle Creek, MI 49014  
Phone: 269-966-3387  
Fax: 269-966-3555