

Commercial Rehabilitation Exemption Checklist

1. Find out if the property is in an Commercial Rehabilitation District. If not the following must be done:

- Applicant must write a letter requesting an Commercial Rehabilitation District be established, along with the \$500 application fee.
- Flint Township will create a district description.
- Flint Township will create a resolution creating the district.
- Flint Township will set a Public Hearing.
- Public Notices will be sent to the taxing authorities.
- Flint Township will compose a list of the taxing authorities and keep a copy in the file.
- If leasing the applicant will provide a copy of the agreement showing the applicants tax liability.

2. If the property is already in an Commercial Rehabilitation District, only the following will apply:

- Applicant must fill out Michigan Dept. of Treasury Form 4507(Application for Commercial Rehabilitation Exemption Certificate and return to the Township with the \$500 application fee.
- Applicant will provide the Township with a letter addressing the items in Part 2 of the application.
- Provide a list of real property and personal property that will be part of the certificate including a time frame for the installation of any equipment or renovations.
- Once a complete application is received the Township will be responsible for the following:
 - Resolution approving the certificate with the # of years.
 - Set the public hearing.
 - Compose list of taxing authorities and provide notices to those effected.

3. The processes listed below can take place simultaneously. All forms must be to the State Tax Commission no later than October 31st of the year.