

Industrial Facilities Tax Exemption Checklist

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

- Applicant must write a letter requesting an Industrial Development 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 Industrial Development District, only the following will apply:

- Applicant must fill out Michigan Dept. of Treasury Form 1012 (Application for Industrial Facilities Tax Exemption Certificate and return to the Township with the \$500 application fee.
- Applicant will provide the Township with a letter describing the business and including a list of real property and personal property that will be part of the certificate.
- 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.
 - Create IFT Letter of Agreement.
 - Create IFT Affidavit of fees.
 - Fill out Michigan Department of Treasury Form 3222.
 - Create the Agreement showing length of abatement.

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.