

**APPLICATION FOR KEENE TOWNSHIP
BOARD OF REVIEW OR ALTERNATE MEMBER**

Authorities and Responsibilities:

Examines and reviews the assessment roll for the current year as prepared by the supervisor/assessor. Adds property omitted from the assessment roll. Corrects errors in names, descriptions of property, and the assessment and valuation of property. Hears taxpayer appeals. Endorses the completed assessment roll.

Membership:

Three, six or nine members appointed by the Township Board. Board of Review (3 in Keene and 1 alternate). Members must be electors (residents) (MCL 211.28). At least 2/3 of the members shall be property taxpayers of the Township. (*Michigan Election Law (MCL 168.342) requires all members to be taxpayers.

A member of the Township Board may **not** serve on the Board of Review or fill any vacancy.

A spouse, mother, father, sister, brother, son or daughter, including an adopted child, of the **assessor** is **not** eligible to serve on the Board or fill any vacancy.

Training:

All Board of Review members must take training as required by the State Tax Commission.

The membership is for two year terms starting at noon on January 1 on odd years. They meet in March, July and December plus training. They are appointed by the Township Board and paid for each meeting.

Please return this completed application to the Township Supervisor, PO Box 24, Saranac MI 48881 or email to: keenetwpsupervisor@gmail.com

I would like to be appointed to the Keene Township Board of Review or Alternate.

Name : _____ Date: _____

Address: _____ City _____ State ____ Zip _____

Phone number: _____ Occupation: _____

Email: _____

Reason for requesting membership: _____

List skills and experience that may be helpful in serving on the Board of Review:

Signature

Date