

SunRise Assessing, LLC

Policy Manual

Policy Date: August 1, 2023
Policy Name: Property Tax Exemption Policy
Purpose: To ensure property tax exemption are properly granted and removed when they no longer qualify.

Policy:

Anyone requesting a new property tax exemption must complete an application including the type of Exemption as well as proof of any current exemption status

The assessor reviews request.

The assessor reviews all exempt properties yearly for any known changes of ownership or use.

Any changes are noted on the record card and changes to exemption status are reported through the Assessment Change Notices issued yearly. Denial of exemption will be mailed at time of denial to allow an appeal opportunity.

Policy written and approved by:

Brandon Murphy

8/1/2023

Brandon Murphy

Date:

Assessor of Record, SunRise Assessing Services LLC