

## Personal Property Canvass Policy

Policy Date: July 7th 2025

Policy Name: Personal Property Canvas Policy

Purpose: To ensure ongoing compliance with the State Tax Commission in Supervising Preparation of the Assessment Roll the following procedures will be followed annually in regard to Personal Property Canvassing by the Assessor.

Policy:

- A Personal Property is started for collecting any personal property leads from any sources.
- While performing fieldwork the assessor makes notes on any new businesses or changes to existing business that they come across.
- Building permits are reviewed for any applicable changes in commercial and industrial use.
- In preparation for mailing of the Personal Property Statements in December a desk review is conducted of all personal Property and the new personal Property folder.
- Personal Property accounts will have real property numbers assigned.
- There will be a property identification number for every 5076 filed.
- Personal Property account numbers/parcel numbers will only be removed with the proper rescind forms or on-site verification.
- Personal Property Statements will be sent annually to every account/parcel in the database that is not exempt.

Policy Written and Approved by



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Joe Porterfield Assessor

Date July 7<sup>th</sup> 2025