

## Process for granting/denying property exemptions

A taxpayer who wishes to apply for a property exemption shall do the following....

1. Complete the necessary forms for the specific exemption and attach all necessary supporting documentation.
2. Submit all forms and documentation to the Assessor (to determine if all requirements are met, as outlined in statute).
3. The Assessor may deny a new claim for exemption, an existing exemption, or based on an audit. If evidence proves that the property no longer qualifies for the exemption, the Assessor will remove the exemption, notify the taxpayer and provide them with documentation of their appeal rights.

Tabatha Gley  
Menill Township Clerk  
6/17/24