

Benton Charter Township

Procedure For Conducting the Annual Personal Property Canvass

Each year, the assessor will conduct an annual personal property canvass in November prior to Tax Day December 31. The Assessor will visit every address, firm, location or place where assessable personal property may be found. The Assessor will visit new businesses and collect the necessary information about the ownership of the business, gather the correct mailing addresses and note any changes which have occurred with the existing businesses since the previous year. New parcel identification numbers for new businesses will be requested by the Assessor's office to the County Land Description office. The Assessor will keep on file a written record of the personal property canvass.