

**CITY OF WALKER
POLICY & PROCEDURE FOR GRANTING
DISABLED VETERAN'S EXEMPTIONS**

The following are the procedures for a Disabled Veteran's Exemption:

1. For the first filing, the property owner (or representative) must complete the *State Tax Commission Affidavit for Disabled Veterans Exemption (form 5107)* and supply all supporting documents (see list – status letter from Veterans Administration, DD214, deed, Michigan and Veterans ID, etc.) and submit them to the Assessor's Office. The application (along with supporting documents) must be submitted anytime between January 1 and December 31 for them to qualify for the year.
2. Upon receipt of the application the Assessor will review and verify the applicant qualifies for this exemption. The Assessor may need to work with the applicant to get more supporting documentation.
3. The Assessor shall then do one of two things:
 - a.) If they qualify, immediately enter the exemption on that parcel into the Assessing system. They will need to follow through with the Treasurer's Office for correct property tax billing, depending on the time of year.
 - b.) If they do not qualify, the Assessor will fill out the *Notice of Denial of Disabled Veterans Exemption (form 6055)* and send the applicant a copy immediately – this gives the applicant the opportunity to appeal this decision to the Michigan Tax Tribunal.
4. Once this initial application for Disabled Veterans Exemption is approved and in place, the applicant no longer needs to reapply for this exemption on an annual basis as was done in the past – now this exemption remains in place permanently, if they own the property.
5. If the applicant sells their home or if the Veterans Administration stated a lesser percentage of disability, then they would need to file the *Request to Rescind Disabled Veterans Exemption (form 6054)* with the Assessor's Office to remove the exemption.
6. The Assessor will conduct an audit of the Disabled Veterans Exemptions on a three-year cycle, reaching out to the Veteran and asking them for proof from the Veterans Administration of their disability. If the Assessor has a reasonable belief that property no longer qualifies for the exemption, the Assessor can ask for proof sooner and deny the exemption, if necessary.

Please contact the Assessor if you have any questions:

Kelly Smith, Assessor, City of Walker
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(616) 791-6863 or email ksmith@walker.city