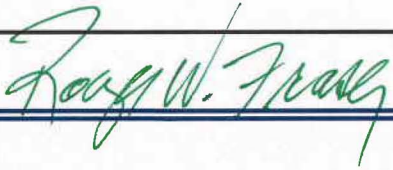




Administrative Policies and Procedures

Policy Title: Delinquent Personal Property Taxes	Policy Number: 507
Effective: 8/07	
Supersedes: APR #507, dated 09/92, 12/98	
Approval: 	Page 1 of 2

1. Purpose

To set forth the official policy of the City of Ann Arbor regarding the collection and disposition of delinquent personal property taxes.

2. Policy

It shall be the policy of the City of Ann Arbor to pursue the collection of delinquent personal property taxes to the fullest extent possible in accordance with Michigan State law and the City Charter.

3. Procedure

- 3.1 The Treasurer shall proceed with collection against all taxpayers owing personal property taxes based upon a priority using criteria of age of the debt, amount of the unpaid debt and potential disappearance of assets from which collection might be achieved.
- 3.2 Where a taxpayer identifies a likely or actual bona fide legal impediment that could prevent collection of the full amount of taxes levied, the Treasurer may settle the dispute without litigation by collecting less than the full amount levied or allowing a short payment schedule or both, provided all of the following criteria have been met:

- 3.2.1 Advice from the City Attorney on such situations has been received.
- 3.2.2 For taxpayers on the current year assessment roll, the City Assessor must have on file a current year personal property statement.
- 3.2.3 The reason(s) for a settlement is(are) specifically identified in writing within the file.
- 3.3 Unless settled under the above guidelines, for persons delinquent on March 1 for prior years' personal property taxes and who are subject to tax in the current year, the Treasurer shall levy a jeopardy assessment upon the taxpayer.
- 3.4 The Treasurer shall not withdraw the jeopardy unless required by law or until all prior and current taxes have been paid in full or settled under the guidelines of t his policy.
- 3.5 Where payment in full is not made or settled under the guidelines of this policy, the Treasurer shall promptly proceed to seize sufficient property of the delinquent taxpayer to satisfy the unpaid taxes in accordance with Michigan law and the City Charter.
- 3.6 Where seizure does not result in full payment or settlement under the guidelines of this policy, the Treasurer shall promptly refer the matter to the City Attorney.
- 3.7 Annually the City Treasurer and the City Attorney will identify all delinquent personal property accounts that are uncollectible and shall petition the Circuit Court for discharge as provided by State law.
- 3.8 The City Treasurer and the City Attorney may establish such procedures as are necessary to carry out this policy.