

December 18, 2023

The assessing staff will be away from the office for the holiday season. The office will be closed December 22nd through January 1st. We will be back at our desks on January 2nd. If you need assistance, please leave a voicemail OR send an email with your concern – we will respond as we are available.

As 2023 comes to a close, there are some important deadlines for property owners.

- The assessing staff is completing fieldwork for the 2024 assessment roll. We will be out **the week of December 18th** to complete inspections of new construction and any remaining parcels that have not been inspected for the reappraisal of the agricultural study.
- **December 31st** is the filing deadline for Form 4640 – Conditional Rescission of Principal Residence Exemption.
- **December 31st** is the filing deadline for Form 865 (L4293) – *Request for Nonconsideration of True Cash Value of Normal Repair, Replacement and Maintenance Expenditures*. This exemption request is available to parcels in the Residential (400) class on the assessment roll. The form is available on the SooTownship website. Please call or email if you have any questions.
- For any parcels approved in 2023 for a Land Division, it is required a recorded document be filed by **December 31, 2023** to establish ownership of the new parcels for the 2024 assessment roll. The approval of the land division expires after 12 months from the Township Board decision. If the documents are recorded after December 31st and before the expiration of the Land Division approval, the new parcels will be created on the 2025 assessment roll.
- **December 31st** is also the deadline for submitting a request to combine parcels on the assessment roll. Parcels must meet the following criteria:
 - Property taxes must be paid including the current Winter 2023 tax bill.
 - Parcels that will be combined must be in the same ownership.
 - Parcels must be in the same section, town and range OR same plat.

We wish you a safe and jolly holiday season..... Pam and Katie