

### Personal Property Audit Procedure

1. The township assessor may audit any personal property filing or exemption he/she believes is not accurate or does not qualify for a personal property exemption.
2. The township assessor shall notify any taxpayer he/she has audited and believes there are errors in the personal property statement or personal property exemption.
3. The township assessor will keep a record of all audit documentation, letters, and responses electronically and in the parcel folder