



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

ROBERT J. KLEINE  
STATE TREASURER

Dear Future Assessing Officer:

Thank you for your recent inquiry on becoming a certified assessor.

You may become certified by attending a course at a college or university in your area that offers assessing courses followed by passing the State Assessors Board certification examination. You may take a home study course offered by the State Assessors Board followed by passing the State Assessors Board certification examination.

You may study on your own from the Assessor's Training Manual (volumes 1-3 and chapter 20 from volume 4 for the level 1 assessor exam and all 4 volumes for the level 2 assessor exam) followed by passing the State Assessors Board certification examination.

When you feel that you are ready to take the exam, please contact this office to set up an appointment. The examination fee is \$50.

Upon passing the exam, you will be required to complete a residential appraisal (for level 1) or a commercial appraisal (for level 2) and submit to the board with a \$50 application fee.

If the appraisal meets State Assessors Board approval, you will be certified. If there are errors in the appraisal, it will be returned to you for corrections and re-submission.

The State Assessors Board offers 2-week daytime classes. The level 1 class is in November-December and the level 2 class is in May-June. The classes are followed by an offering of the State Assessors Board certification examination.

The examination procedure and order form for manuals are available on the Internet. Our Internet address is [www.michigan.gov/treasury](http://www.michigan.gov/treasury) (go to Local Government, then State Assessors Board).

Sincerely,

State Assessors Board

# State Assessors Board Examination Registration Request

**INSTRUCTIONS:** State Assessors Board examinations are offered by appointment only in the Lansing offices of the State Assessors Board on the first floor of the Richard H. Austin Building (formerly the Treasury Building), located at 430 West Allegan Street in Lansing. There is a parking lot available across the street. Be prepared to pay a parking fee. Examinations are available on working days at 9 a.m. or 1 p.m. Additional testing sites outside Lansing may also be available. Check the State Assessors Board Web site for additional testing sites and dates.

Examinations may be scheduled by mailing the completed examination registration request with the \$50 examination fee. Examinations must be scheduled a minimum of 30 days in advance of taking the examination.

Examination dates will be confirmed by e-mail if an e-mail address is provided, or by telephone if no e-mail address is provided. If the examination date and time requested are unavailable, an alternative date will be offered.

Time allowed for examinations is as follows:

- Level 3 and Level 4 Home Study Examinations ..... 2 Hours
- Level 1 and Level 2 Examinations ..... 3 Hours
- State Tax Commission Personal Property Examiner Examination ..... 3 Hours
- Level 3 Comprehensive Examination ..... 6 Hours (9 a.m. only)

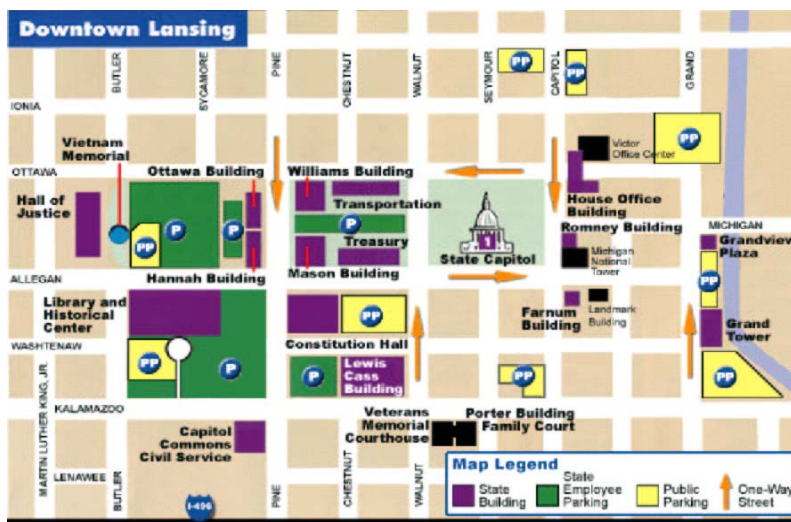
**NO WALK-INS OR REGISTRATION BY TELEPHONE.**

**Print or type information.**

Name		Daytime Telephone Number	
Mailing Address (include City, State and ZIP Code)			
Driver's License Number	E-mail Address	Fax Number	
Exam Requested		Location Requested	
Date/Time Requested		Alternate Date/Time Requested	

Submit \$50 fee payable to "State of Michigan" to the Michigan Department of Treasury, State Assessors Board, 430 West Allegan Street, Lansing, Michigan 48922.

**TO TAKE AN EXAMINATION, YOU MUST BE PRE-REGISTERED WITH THE STATE ASSESSORS BOARD AND PAYMENT MUST BE MAILED WITH THE REGISTRATION REQUEST. ALLOW AT LEAST TWO WEEKS FOR YOUR REQUEST TO BE PROCESSED.**



STATE ASSESSORS BOARD OFFICE USE ONLY	
Actual Date/Time of Exam	Exam Title
Date/Time Confirmed	Method of Confirmation

## State Assessors Board Home Study Courses Levels 1-4

**INSTRUCTIONS:** Home study courses are courses that you may take at home. Most programs are available in the Microsoft Word program and in hard copy provided in a 3-ring binder. When available, both versions will be sent to applicants. An individual taking a home study course may register with this office, pay the course fee, take the home study course, register for the examination for the course, pay the examination fee, and test for the course. Should the individual fail the examination, after 90 days the individual will be eligible to register to take another examination for the course.

Name		Total Payment Enclosed
Address (No., Street, PO Box or Rural Route)		Daytime Telephone Number
City or Town	State	ZIP Code

### LEVEL 1 AND 2 HOME STUDY COURSES

State Assessors Board Course 1 is a 72-hour beginner's course that teaches the student how to become a level 1 assessor and prepares the student for the level 1 assessor certification examination. State Assessors Board Course 2 is a 72-hour course that teaches the student how to become a level 2 assessor and prepares the student for the level 2 assessor certification examination.

ENTER QUANTITY TO ORDER	COURSE	COURSE FEE
	State Assessors Board Course 1 (Required Text: Assessor's Training Manual - may be purchased using separate order form for \$180)	\$400.00 (This fee does not include Assessor's Training Manual)
	State Assessors Board Course 2 (Required Text: Assessor's Training Manual - may be purchased using separate order form for \$180)	\$400.00 (This fee does not include Assessor's Training Manual)
	Math for Assessors (No Exam)	\$25

### LEVEL 3 HOME STUDY COURSES

Only course registrants will be eligible to take the examination. Individuals may submit their experience requirements prior to starting the home study courses to insure that they have met the 2-year experience requirement. It is not a requirement that the experience requirement be met before starting home study courses. It is, however, a requirement that the 2-year experience requirement be met before certification at level 3 may be granted. **All level 3 courses are \$300 each.**

ENTER QUANTITY TO ORDER	COURSE	ENTER QUANTITY TO ORDER	COURSE
	Appraisal Standards and Ethics		Narrative Appraisal ( <i>Prerequisite: Basic Income Approach to Value</i> )
	Basic Income Approach to Value		Personal Property (Counts towards level 3 credit only)
	Communications		Property Appraisal Principles
	Computers		Property Tax Law
	Michigan Tax Tribunal Procedures		Statistics in Assessing

### LEVEL 4 HOME STUDY COURSES

Only course registrants will be eligible to take the examination. Individuals may submit their experience requirements prior to starting the home study courses to insure that they have met the 3-year experience requirement. It is not a requirement that the experience requirement be met before starting home study courses. It is, however, a requirement that the 3-year experience requirement be met before certification at level 4 may be granted. **All level 4 courses are \$300 each.**

ENTER QUANTITY TO ORDER	COURSE	ENTER QUANTITY TO ORDER	COURSE
	Advanced Income Approach to Value		Management
	Appraisal Standards and Ethics		Statistics in Assessing

Complete this form and mail with payment to the address below. Make checks payable to "State of Michigan" and write the index number "04206" on your check. **Please allow 3 weeks for delivery. THIS FORM MUST ACCOMPANY PAYMENT.**

Michigan Department of Treasury  
State Assessors Board  
Lansing, MI 48922

## Assessor's Training Manual Order Form

The training manual contains over 1,700 pages of information essential to the assessor in the areas listed below. This form is for ordering the paper version of the manual only. An Assessor's Training Manual CD is now available, containing the entire manual in an easy-to-use format for only \$20. To order the CD version, complete Form 4162.

**INSTRUCTIONS:** Each volume of the printed manual costs \$45; the entire manual costs \$180. These prices include shipping and handling. To order your copy of the printed Assessor's Training Manual, or any individual volumes, complete this form and mail with payment to the address below. Make checks payable to "State of Michigan" and write the index number "04307" on your check. **Please allow 3 to 5 weeks for delivery. THIS FORM MUST ACCOMPANY PAYMENT.**

Michigan Department of Treasury  
State Assessors Board  
Lansing, MI 48922

### VOLUME 1

Chapter 1: Local Government Finance/Property Taxation  
Chapter 2: Property Tax Law/Tax Calendar  
Chapter 3: Valuation Concepts  
Chapter 4: Assessment Administration/Public Relations  
Chapter 5: Equalization  
Chapter 6: Real Property Descriptions  
Chapter 7: Vacant Land Valuation

### VOLUME 2

Chapter 8: Taxable Value  
Chapter 9: Cost Approach  
Chapter 10: Farm Property  
Chapter 11: Forest/Timberlands  
Chapter 12: Personal Property  
Chapter 13: Special Assessments

### VOLUME 3

Chapter 14: Board of Review  
Chapter 15: Required Reports  
Chapter 16: Mass Appraisal/Computer  
Chapter 17: SAB/MTT/STC/SBA

### VOLUME 4

Chapter 18: Commercial Property  
Chapter 19: Industrial Property  
Chapter 20: Sales Comparison Approach  
Chapter 21: Income Approach

Volume 1, Number of Copies at \$45 each	Volume 2, Number of Copies at \$45 each	Volume 3, Number of Copies at \$45 each	Volume 4, Number of Copies at \$45 each
Name			Total Payment Enclosed
Address (No., Street or Rural Route). These manuals are delivered via UPS--no deliveries will be made to PO Boxes.			Daytime Telephone Number
City or Town		State	ZIP Code

## Assessor's Training Manual Updates Only Order Form

**INSTRUCTIONS:** This form is to order updates to the Assessor's Training Manual for those who already have purchased volumes prior to the dates listed below. Updates are only available in paper format. If you'd like to order a copy of the current Assessor's Training Manual, complete Form 4165 for a paper version or Form 4162 for a CD version.

Each update costs \$20 (including shipping and handling). To order your updates to the Assessor's Training Manual, complete this form and mail with payment to the address below. Make checks payable to "State of Michigan" and write the index number "04206" on your check. **Please allow 3 weeks for delivery. THIS FORM MUST ACCOMPANY PAYMENT.**

Michigan Department of Treasury  
State Assessors Board  
Lansing, MI 48922

**VOLUME 1 UPDATES:** For Volume 1 purchased before October 1, 2002 (Bottom left of revised pages will read, "Revised 07/02")

**VOLUME 2 UPDATES:** For Volume 2 purchased before February 1, 2003 (Bottom left of revised pages will read, "Revised 09/02")

**VOLUME 3 UPDATES:** For Volume 3 purchased before September 1, 2003 (Bottom left of revised pages will read, "Revised 05/03")

**VOLUME 4 UPDATES:** For Volume 4 purchased before February 1, 2004 (Bottom left of revised pages will read, "Revised 08/03")

Vol. 1 Updates, No. of Copies at \$20 each	Vol. 2 Updates, No. of Copies at \$20 each	Vol. 3 Updates, No. of Copies at \$20 each	Vol. 4 Updates, No. of Copies at \$20 each
Name			Total Payment Enclosed
Address (No., Street or Rural Route). Updates are delivered via UPS--no deliveries will be made to PO Boxes.			Daytime Telephone Number
City or Town		State	ZIP Code

## Assessor's Training Manual CD Order Form

**INSTRUCTIONS:** Each CD-ROM contains the entire manual in an easy-to-access format at a cost of \$20; this price includes shipping and handling. To order your copy of the Assessor's Training Manual on CD, complete this form and mail with payment to the address below. Make checks payable to "State of Michigan" and write the index number "04206" on your check. **Please allow 3 weeks for delivery. THIS FORM MUST ACCOMPANY PAYMENT.**

Michigan Department of Treasury  
State Assessors Board  
Lansing, MI 48922

Name	Number of CDs (\$20 each)	Total Payment Enclosed
Address (No., Street, PO Box or Rural Route)		Daytime Telephone Number
City or Town	State	ZIP Code