

ONTWA PERSONAL PROPERTY YEARLY AUDIT PROCEDURES

1. DO IN-FIELD CANVASS TO SEE IF ANY BUSINESSES OPENED OR CLOSED THAT YEAR
2. MAIL PERSONAL PROPERTY STATEMENTS TO ANY NEW BUSINESSES FOUND
3. MAIL PERSONAL PROPERTY STATEMENTS TO NEW COMMERCIAL OR INDUSTRIAL SALES
4. DO 20% YEARLY REVIEW OF PERSONAL PROPERTY AS PART OF TOWNSHIP REVIEW