

Sherry Hickmott
Watertown Township Assessor
PO Box 39
Fostoria, MI 48435

Assessor's Policy
Personal Property Canvass and Records

Watertown Township shall assess Personal Property as defined in MCL211.8 applying all legal exemptions of such as defined in MCL211.9. Shall conduct annual canvass of the township in the following manner:

In the third quarter of each assessment year (August – September) we shall canvass the township looking for permanently located business name changes and newly established business locations.

In the fourth quarter of each assessment year (November – December) we shall canvass looking for mobile personal property noting their locations.

On or near Tax Day, as work schedule will allow, we shall revisit locations where mobile personal property was noted in fourth quarter canvass and new business where new business were noted in the third quarter canvass.

All noted assessable personal property changes will be entered into the Township computer software, listing owner (if known), assessing unit, address location, and description.

In the first of new assessment year (January) all personal property correspondence to all newly established personal property accounts located within the assessment unit will be sent. Correspondence may include Treasury forms 632, 5072, 5278; STC publications, and bulletins.

Through the year assessing staff will be available according to the posted contact policy to answer questions, and meet with taxpayers.

If there are any questions pertaining to Personal Property, I can be contacted on Tuesdays at 989-795-2794 or email at assessor@watertowntownship.org.

Sherry Hickmott, MCAO
Watertown Township Assessor
8/1/2023