

CITY of DEARBORN, DEPARTMENT of ASSESSMENT

PROCEDURES for COMBINING REAL PROPERTY

To request a combination of two or more properties, please complete the attached application and return to the **Department of Assessment**, Dearborn Administrative Center, 16901 Michigan Ave., Suite 5, Dearborn, MI 48126

The application must be completed in full and must include the following:

1. All property taxes and/or miscellaneous invoices must be paid and up to date. (Non-payment of these items will be cause to deny/revoke the requested property combination.)
2. Must have the signature of the legal owner(s), or authorized agent (with authorization letter), of the property(s) involved.
3. Must provide a recorded deed(s), including the full legal description, of all the properties to be combined, as proof of ownership.
4. If there is a mortgage on the property, you must get written approval from the mortgage company.
5. If there is a Land Contract on this property, you must get written approval from the land contract holder
6. Provide the legal description of the property(s) that you wish to create.
7. Pay a non-refundable fee of \$100.00 for each new parcel to be created, by check only, made out to City of Dearborn.
8. Attached are two forms dealing with “Principal Residence Exemptions”.
 - A. Fill out lines 1 through 9, line 13, and lines 17 through 19 of the form REQUEST TO RESCIND HOMEOWNER’S PRINCIPAL RESIDENCE EXEMPTION AFFIDAVIT for each property that has a “Principal Residence Exemption”.
 - B. Fill out the PRINCIPAL RESIDENCE EXEMPTION AFFIDAVIT, leaving line 1 blank, (the Assessor’s office will complete this line when a new Parcel ID number is assigned), for the new property(s) being created if it will be your principal residence.
9. Upon completion and approval of the application, new parcel numbers will be assigned by the Department of Assessment at the end of the year and will become effective for the upcoming assessment year

IF YOU HAVE ANY QUESTIONS, CONTACT:

**THE DEPARTMENT OF ASSESSMENT
313-943-2140**

APPLICATION TO COMBINE REAL PROPERTY

PLEASE PRINT

OWNERS NAME: _____

OWNERS ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: Home _____

Cell _____

Work _____

PARCEL I. D. NUMBER(s) OF PROPERTIES TO BE COMBINED:

(1) _____

(3) _____

(2) _____

(4) _____

NUMBER OF PARCELS TO BE CREATED: _____

ARE ALL PROPERTY TAXES PAID and/or UP TO DATE? _____

Statement of Ownership

I, _____, being the legal owner of the above described
(Please Print)

parcels, request the combination of said parcels per the attached application.

Signature of Owner

Date: _____

TAX MAILING ADDRESS and LEGAL DESCRIPTIONS of NEW PROPERTY to be CREATED

Tax Billing Information

Please print the name and address where the tax bills are to be sent for the new parcel created. If mailing address is different than property address, list both.

Legal Description Information

Please print the legal descriptions of the new property to be created. Attach additional sheets, if necessary

DECISION by the City of Dearborn

Treasurers Office: NOT APPROVED: _____ APPROVED: _____
Initials Initials Date

Department of Assessment: NOT APPROVED: _____ APPROVED: _____
Initials Initials Date