



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

R. KEVIN CLINTON
STATE TREASURER

December 2, 2013

Tina Barton, Clerk
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

Re: File No. 2013-402

We are in receipt of an Industrial Facilities Tax (IFT) Exemption application, which is missing the following items:

- The address for the project, including city, state and zip code.
- Resolution establishing the Industrial Development district.
- Resolution statement saying if it will or will not exceed 5%, see attached sample.
- Letter of Agreement signed by local unit and applicant.
- Affidavit of project begin dates, see attached.
- Building permit for real property project.
- Equipment list with dates of installation for each piece (Only dates with month-day-year will be accepted.)
- Equipment list with breakdown of cost per itemized acquisition.
- Breakdown of real property improvements.
- Lease agreement for real property.
- Other: _____.

Please send the missing documentation via fax or e-mail by December 4, 2013. If the required documentation is not received by December 4, 2013 the application will be dismissed as inactive.

If you have any questions, concerns, or require additional information, please contact Heather Burris, at (517) 373-3302.

Sincerely,

Heather S. Burris
Property Tax Exemption Section
Property Services Division

Fax Number (517) 373-3553
E-Mail burrish@michigan.gov
State of Michigan
Property Tax Exemption Section
P.O. Box 30471
Lansing, MI 48909-7971