



512 Westshire Drive
Lansing, MI 48917

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*Board of Review Training
classes fill up fast!
Register early to avoid
disappointment.*

2019 Board of Review Training



2019 Board of Review Training

REGISTRATION INFORMATION

MTA's *Board of Review Training* has earned a well-deserved reputation for being the best, more comprehensive training for both new and seasoned board of review members and alternates, as well as township supervisors and assessors. That's with good reason. By attending this half-day session, you will receive:

- Comprehensive resource materials, including samples, updated forms and bulletins, and guidance and information created specifically for this class
- More than just the basics in our "Basic" session
- Ample time throughout the day for networking with one another, and asking questions to our experienced speakers
- Continued support through MTA's "Community Connection" online networking group, where you can ask questions and provide answers—or simply learn from others
- Detailed updates in our "Advanced" session from our Michigan master assessing officer (Level 4) instructors, providing critical insights, even if you've been on the board of review for years

Every year, we hear the same thing from some attendees. "We tried a different training last year. We'll never do that again. MTA's is the best."

Find out why and register today for MTA's 2019 Board of Review Training.

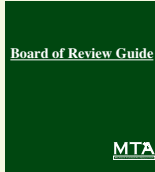
Dates and locations are:

- Jan. 29: Ramada, Alpena
- Jan. 30: Eagle Pointe Plaza, Hale
- Jan. 31: Bavarian Inn Lodge, Frankenmuth
- Feb. 5: Magnusson Franklin Square Inn, Houghton
- Feb. 6: Island Resort Conference Center, Harris
- Feb. 7: Bay Mills Resort, Brimley
- Feb. 12: Boyne Highlands, Harbor Springs
- Feb. 13: Evergreen Resort, Cadillac
- Feb. 14: Shoreline Inn Conference Center, Muskegon
- Feb. 19: Comfort Inn Conference Center, Mt. Pleasant
- Feb. 20: Hawk Hollow Conference Center, Bath Charter Township
- Feb. 21: Fetzer Center at WMU, Kalamazoo
- Feb. 22: Comfort Inn Conference Center, Chelsea

Download directions or register online at www.michigantownships.org.

Registration check-in & light lunch begins at 11:30 a.m.

Sessions are from 12:30 to 4:30 p.m.



Advanced Session: What's New and In Review

- Fee Appraisal vs Mass Appraisal: How/why it's important
 - Uniformity: Who has the burden of proof?
 - Using facts, not feelings!
- New cost manual in use this year
 - Review the new assessors cost manual; find out why it may trigger appeals
- 2019 Procedural Changes & Bulletin Review

Instructor varies by location:

Debby Ring, Michigan Master Assessing Officer; Shila Kiander, MMAO, Director, Mecosta County Equalization; Laurie Spencer, MMAO, Director, Leelanau County Equalization; and Sharon Kennedy, MMAO, Director, Chippewa County Equalization

Basic Session: Getting Started Right

- Review of the assessment process
- Overview of the board of review's statutory authority
- Responsibilities of the assessor and township supervisor
- Understanding what can be appealed and the documents used to review appeals
- How to listen to, and act on, protests
- What's new this year

Instructor:

Cindy Dodge, MTA Member Information Services Liaison & Michigan Certified Assessing Officer

SPECIAL DISCOUNT:

Members may purchase a 2019 edition of MTA's comprehensive and updated *Board of Review Guide*, at a discounted rate of \$34.50, when registering for the class.

Cancellation, Substitution & Switching Policy

Written cancellation requests received at the MTA office at least two weeks prior to the event date will receive a full refund. No refunds will be issued thereafter. You may switch workshop locations at no charge if you notify MTA of the change at least one week prior to the workshop; otherwise, a \$25/person fee will be assessed. You may substitute another individual from the same township for your registration at any time without incurring a charge; please notify MTA of the change.

SESSION CONTENT

Board of Review Registration Form

Please indicate which session EACH person will attend AND whether a book is desired.

TOWNSHIP _____	COUNTY _____
TELEPHONE _____	EMAIL _____
NAME & TITLE _____	Attending: <input type="checkbox"/> Advanced <input type="checkbox"/> Basic
	Need a book? <input type="checkbox"/> Yes <input type="checkbox"/> No
NAME & TITLE _____	Attending: <input type="checkbox"/> Advanced <input type="checkbox"/> Basic
	Need a book? <input type="checkbox"/> Yes <input type="checkbox"/> No
NAME & TITLE _____	Attending: <input type="checkbox"/> Advanced <input type="checkbox"/> Basic
	Need a book? <input type="checkbox"/> Yes <input type="checkbox"/> No

Which location will you attend?

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- Jan 30: Hale
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- Feb 19: Mt. Pleasant
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- Feb 21: Kalamazoo
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NOTE: Payment must accompany form in order to be processed.

Check enclosed (payable to MTA)

Charge to: (circle one) MasterCard VISA

_____ / _____

Card # _____ Expires _____

Print Card Holder's Name _____ Signature _____

REGULAR rate*: \$113 For paid registrations received after Jan. 16.

DISCOUNTED rate*: \$91 For paid registrations received by Jan. 16.

_____ (# registered) x \$ _____ (rate) = \$ _____

_____ (# of books) x (\$34.50/book*) = \$ _____

AMOUNT ENCLOSED = \$ _____

*Rate applies to MTA members; non-members, call MTA for rates.



Send your completed registration form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078; fax: (517) 321-8908. Or register online at www.michigantownships.org. Questions? Call (517) 321-6467.