

# Property Combination Request Form for Contiguous/Adjacent Parcels

Township/City: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Parcels to Combine: \_\_\_\_\_  
\_\_\_\_\_

## **NOTICES & ADVISEMENTS – (all must be initialed by property owner)**

- Initials \_\_\_\_\_ New Property ID numbers will be issued for the combined parcel. If you receive a Principle Residence Exemption you will need to **REFILE** on the new number.
- Initials \_\_\_\_\_ Upon receipt of this form, the combination will be completed and be activated on next year's assessment roll automatically. All billings of Tax bills for the CURRENT year will be issued on the parent parcels. The current year ends December 31.
- Initials \_\_\_\_\_ The Property Tax Certificate (page 2) is attached.
- Initials \_\_\_\_\_ Please mail this form and all correspondence to the address listed at the top of this form.

### **All of the following requirements must be met:**

- 1) All parcels combined MUST have the exact same ownership and same owners;**
- 2) All parcels must be in the same section or same platted subdivision;**
- 3) All parcels must be adjacent**
- 4) If any parcel is enrolled in the Qualified Forest Program, all combined parcels must be enrolled prior to requesting a combination.**

By submitting this form, you are consenting to the combination of your legal descriptions and property tax bills for the next assessment cycle. Assessment cycles are on a calendar year basis. You will not receive confirmation after submitting this form unless there are problems with this request. Please be advised that if you have purchased one of the parcels in the current year and wish to combine that with a parcel you have owned longer than one year, your combination will be held for an additional year and will be completed when the appropriate time has arrived. (Example: Parcel 1 to be combined with Parcel 2, Parcel 1 was purchased in the year 2000, Parcel 2 was purchased in 2005, this combination will not be completed until 2007.) This exception is not applicable if you have purchased all of the parcels in the same calendar year. By signing the request form below, you are realizing the information contained in section II and certify that you are the owner of the property and have consent to authorize the property combination.

**\*\* ALL OWNER SIGNATURES ARE REQUIRED \*\***

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

----- **OFFICE USE ONLY** -----

Date Received: \_\_\_\_\_ New Parcel ID: \_\_\_\_\_

# Property Tax Certificate

**\*\*\* It is the applicant's responsibility to have this portion of the application completed by your County Treasurer's Office \*\*\***

All Parcel Numbers to be Combined:

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Owner Name: \_\_\_\_\_

Property Taxes are paid in full \_\_\_\_\_ (County Treasurers Initials)

I hereby certify that for the five years preceding the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ that there are no tax liens or titles held by the state for any unpaid taxes, except such taxes as may be in the process of collecting.

I, hereby, certify that the above information is true and accurate to the best of our ability.

County Treasurer's Signature: \_\_\_\_\_

County Treasurer's Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_