

## State Assessors Board Assessor's Training Manual Order Form

The State Assessors Board *Assessor's Training Manual* is essential to certified assessing officers. The training manual consists of four volumes and includes over 1,700 pages. The contents of each volume are listed below. Each volume costs \$45. The total cost for all four volumes is \$180. To request a copy of one or more volumes of the State Assessors Board *Assessor's Training Manual*, complete this form and submit it with payment to the following address:

Michigan Department of Treasury  
State Assessors Board  
PO Box 30471  
Lansing, Michigan 48909-7971

**Enclose payment of \$45 per volume or \$180 per complete set made payable to the "State of Michigan". Please allow three to five weeks for delivery. THIS FORM MUST ACCOMPANY PAYMENT.**

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Street Address (Manuals are shipped via UPS and cannot be delivered to PO boxes.)			Daytime Telephone Number
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Number of Volume 1 Requested	Number of Volume 2 Requested	Number of Volume 3 Requested	Number of Volume 4 Requested
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### State Assessors Board Assessor's Training Manual CD Content:

#### Volume 1:

Chapter 1: Local Government Finance/Property Taxation  
Chapter 2: Property Tax Law/Tax Calendar  
Chapter 3: Valuation Concepts  
Chapter 4: Assessment Administration/Public Relations  
Chapter 5: Equalization  
Chapter 6: Real Property Descriptions  
Chapter 7: Vacant Land Valuation

#### Volume 3:

Chapter 14: Board of Review  
Chapter 15: Required Reports  
Chapter 16: Mass Appraisal/Computer  
Chapter 17: SAB/MTT/STC/SBA

#### Volume 2:

Chapter 8: Taxable Value  
Chapter 9: Cost Approach  
Chapter 10: Farm Property  
Chapter 11: Forest/Timberlands  
Chapter 12: Personal Property  
Chapter 13: Special Assessments

#### Volume 4:

Chapter 18: Commercial Property  
Chapter 19: Industrial Property  
Chapter 20: Sales Comparison Approach  
Chapter 21: Income Approach

A Compact Disc (CD) of the State Assessors Board *Assessor's Training Manual*, which includes all four volumes, is also available for order through the State Assessors Board. The cost of the CD is \$20 and it may be ordered by completing Form 4162, *State Assessors Board Assessor's Training Manual CD Order Form*.