



Personal Property Annual Canvas Policy & Procedure

In order to ensure accurate assessments Hopkins Township assessing office is required to establish a policy regarding the inspection (canvassing) of person property within the township.

The Hopkins Township Assessor will conduct the canvas by driving through the Township to determine if personal property has been removed or added to parcels within the township during the preceding year. The Canvas will be conducted during the month of December in order to determine the status of the property on Tax Day (Day of Situs)

Following the Personal property Canvas the Assessor will mail out a personal property statement and form L -4175 (treasury form 632) to the owners or persons who possess assessable personal property which must be completed by the owner and returned to the Assessor by February 20th of each year.

Policy Adopted December 12, 2022

Hopkins Township, Assessor