

City of South Haven

Brousseau Appraisal Services, Inc.

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SPLIT APPLICATION CHECK OFF LIST

NAME: _____

PARENT PARCEL# _____

**** Seller\Applicant – Do Not fill out below this point – Internal Tracking Document**

_____ Split applied for on _____

_____ Returned with Survey to City Assessor for approval on _____

_____ City Assessor projects obtaining new parcel numbers on _____

_____ Expedited Handling by **Clerk** requested

_____ City Assessor projects mailing to the Applicant on _____

**** Mailing will include;**

1. Copy of submitted survey with new parcel numbers posted appropriately for Seller to use in all future documents.
2. A copy of approved Split Application for Seller's records.
3. A Property Transfer Affidavit to be filled out by the buyer and returned to Assessor's Office within 45 days of the transfer.
4. A Principal Residence Exemption application to be filled out by the buyer, if eligible, and returned before May 1st of the current year.

_____ Recorded at Register of Deeds _____