

PRESQUE ISLE TOWNSHIP
Assessment Records Access Policy
Policy Number _____

**ASSESSOR CONTACT INFORMATION & POLICY REGARDING
ACCESS TO ASSESSMENT RECORDS**

Assessor: Laurie Spencer, MMAO R-4110

Phone Number: 231-357-9548

E-Mail: assessor@presqueisletwp.org

Mailing Address: Presque Isle Township Assessor
12653 E. Grand Lake Rd.
Presque Isle, Michigan 49777

Response Time: The assessor will respond to requests for information within 7 business days.

Office Hours: The assessor will hold office hours as needed. Normally on Wednesdays but additional as needed.

In Person Meetings: The assessor will be available to meet in person. Contact the assessor to schedule a meeting time.

Questions/Disputes: Throughout the year and upon receipt of the annual Notice of Assessment, Taxable Valuation, and Property Classification, taxpayers with questions or concerns are encouraged to contact the assessor. The assessor will make reasonable efforts to hear taxpayer concerns, gather additional information if needed, take appropriate action in response, and convey the outcome to the taxpayer.

Inspection/Copy Requests: Requests to inspect and/or copy assessment records will be accepted and responded to in accordance with the Presque Isle Township Public Inspection of Records Policy # _____.

Records Location: Assessing records are officially retained at the Presque Isle Township Hall located at 12653 E. Grand Lake Rd., Presque Isle, Michigan 49777.

Adopted at the Regular Meeting on _____.

Signature: _____

Township Clerk