

SPRINGVALE TOWNSHIP
Assessment Records Access Policy
Policy Number 2023021402

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

Assessors: Emily Selph, MMAO R-9527
Anna Wasylewski, MAAO R-7691

Cell Phone Number: 231-487-2456

E-Mail: assessor@springvaletownship.org

Mailing Address: Springvale Township Assessor
8198 East Mitchell Road
Petoskey, MI 49770

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

Office Hours: The assessor will hold regular office hours, not less than monthly. Office hours will be posted on the township's website.

In person meetings: The assessor will be available to meet in person during their office hours or the assessor can be contacted to schedule an alternate 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 Springvale Township Public Inspection of Records Policy # 2023021401.

Records Location: Assessing records are officially retained at the Springvale Township Hall located at 8198 East Mitchell Road Petoskey, MI 49770

**Motion to accept Policy# 2023021402 offered by Becky Fettig; supported by Pat McCune.
Unanimous vote to approve.
Adopted at the Regular Meeting on February 14,2023**

Signature: _____
Springvale Township Clerk