

PROPERTY ASSESSING PUBLISHED POLICY

In accordance with Public Act 660 of 2018, Section 10g(c), the City of Potterville Assessor's Office published policy is as follows:

- (i) *A designation, by name, telephone number, and electronic mail address, of at least 1 official or employee in the assessor's office to whom taxpayer inquiries may be submitted directly by telephone or electronic mail.*

Assessor of Record: Sarah Payton, MAAO
Telephone Number: 517-224-8101
Electronic Mail Address: assessor@pottervillemi.org
Local Unit Assessor's Office: 319 N. Nelson St. Potterville, MI 48876

- (ii) *An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days.*

The Assessor's Office estimates a response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days from the date of inquiry.

- (iii) *Information about how a taxpayer may arrange a meeting with an official or employee of the assessor's office for purposes of discussing an inquiry in person.*

A taxpayer may visit the Assessor's by appointment to request to meet with an official or employee of the Assessor's Office for purposes of discussing an inquiry in person. Meetings can be scheduled in advance by contacting the Assessor's Office. Contact information provided above.

- (iv) *Information about how requests for inspection or production of records maintained by the assessor's office should be made by a taxpayer and how those requests will be handled by the assessor's office*

A taxpayer may visit the Assessor's by appointment to request a property inspection or retrieve records maintained by the Assessor's Office. Inspection and record requests may be made by contacting the Assessor's Office. Contact information provided above.

Inspection requests will be scheduled during normal business hours, Monday through Friday between 8:00 am and 5:00 pm, as determined and agreed upon between the taxpayer and an employee of the Assessor's Office.

Records maintained by the assessor's office will be provided to the taxpayer by visiting Assessor's Office by appointment, or by electronic mail, as determined and agreed upon between the taxpayer and an employee of the Assessor's Office.

- (v) *Information about any process that the assessor's office may have to informally hear and resolve disputes brought by taxpayers before the March meeting of the Board of Review.*

Taxpayers may have their assessment reviewed by the Assessor's Office at any time to informally hear and resolve disputes brought by taxpayers before the March meeting of the Board of Review.

In accordance with Public Act 660 of 2018, Section 10g(d), the provision to provide online access to information regarding assessment information is as follows:

Online assessment information, including access to parcel data, land value studies and economic condition factor analysis can be obtained by visiting www.pottervillemi.org