ASSESSING DEPARTMENT, OTISCO TOWNSHIP CONTACT INFORMATION

1. Sally Frain, Assessor
    - In-house Office hours: Wednesdays' from 10 a.m. to 1 pm.
    - Email: assessor@otiscotwp.org
    - Phone: 616-794-3506 Extension 13
2. Phone messages and/or email questions will be answered within 7 business days
3. <u>In-person appointments</u> may be arranged by calling the Assessor on office days or leaving a message on voicemail or emailing your request to the assessor at the assessor's email address
4. Requests made for a copy of your Record Card or to set up a property inspection can be made via telephone during the assessor's office hours or you leave a message on voicemail or email.
    - For a RECORD CARD request: leave your name, phone number, the address or Parcel number of the property you are requesting for and how it should be sent to you: mail, email or in person pick it up at the office
    - For request for an Inspection of Property: call or email the assessor with your phone number so you can be contacted by the assessor to set up a date.

5. If you have any questions or disputes that you would like to have reviewed prior to March Board of Review, please contact the Assessor and set up an appointment to discuss the issue to see if it can be resolved. Once Notice of Assessment Changes have been mailed in February, any disputes will need to be brought to the Board of Review with dates and times listed on the Notice of Assessment Change.

ASSESSMENT ROLL ANALYSIS FOR SUBSTANTIAL COMPLIANCE (Continued)

3. Does the assessing district have an assessment database for which not more than 1% of parcels are in override and less than 1% flat land values – excluding DNR PILT Property (STC Policy)? MCL 211.10g(1)(h)(ii).......... ☐ Yes ☐ No

Notes:

ASSESSMENT PROCEDURE ANALYSIS FOR TECHNICAL COMPLIANCE (Requirements found in MCL 211.10g)

4. Does the assessing district use a computer-assisted mass appraisal system (CAMA) that is approved by the State Tax Commission as having sufficient software capabilities to meet requirements of the General Property Tax Act and to store and back up necessary data? MCL 211.10g(1)(b).......... ☑ Yes ☐ No

Notes:

5. Does the assessing district have and follow a published policy under which its assessor's office is reasonably accessible to taxpayers? MCL 211.10g(1)(c).

   a. A designation by name, telephone number, and electronic mail address, of at least one official or employee in the assessor's office to whom taxpayer inquiries may be submitted directly by telephone or electronic mail. MCL 211.10g(1)(c)(i).......... ☐ Yes ☐ No

   b. An estimated response time for taxpayer inquiries submitted, not to exceed seven business days. MCL 211.10g(1)(c)(ii). .... ☐ Yes ☐ No

   c. Information about how a taxpayer may arrange an in-person meeting with an official or employee of the assessor's office for purposes of discussing an inquiry. MCL 211.10g(1)(c)(iii).......... ☐ Yes ☐ No

   d. 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. MCL 211.10g(1)(c)(iv). .... ☐ Yes ☐ No

   e. Information about any process that the assessor's office may have to informally hear or resolve disputes brought by taxpayers before the March meeting of the Board of Review. MCL 211.10g(1)(c)(v).......... ☐ Yes ☐ No

Notes:

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