

MARQUETTE TOWNSHIP
Assessment Records Access Policy

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

Assessors: Katie VanEenenaam-Carpenter, MAAO R-9121

Home Office Phone Number: 906-484-2833

E-Mail: marquettetownshipassessor@gmail.com

Mailing Address: Marquette Township Assessor
1119 S. Park Avenue
Cedarville, MI 49719

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

Office Hours: The assessor is in and out of the office on a regular basis but does not hold specific office hours. Appointments can be scheduled for a specific time to meet in person.

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 Marquette Township Public Inspection of Records Policy.

Records Location: Assessing records are officially retained at the Assessor's home office and at Marquette Township Hall located at 7177 E. James Street Main Pickford, MI 49774

Motion to accept Policy offered by Leese; supported by Soeltner.
Unanimous vote to approve.

Adopted at the Regular Meeting on Mar. 4, 2024

Signature: Lena Leese
Marquette Township Clerk