

# City of Grant General

## Assessing Policy

The Assessor Terri Blake, MCAO, is available by cell phone on all standard business days at (231) 519-1632 (not including federal holiday) or 231-834-7904. The assessor will also make special arrangements for in-person meetings as needed with taxpayers. Arrangements for in-person meetings may be made over the phone or email. It is the assessor's intent to be of any assistance necessary to informally hear or resolve disputes brought by taxpayers before any Board of Review meeting. The assessor values educating taxpayers on the system, statute and processes of the local unit taxing authority and appeal processes of the taxpayer.

Assessing Record Cards are available by in person pick up or by email request [assessor@cityofgrantmi.com](mailto:assessor@cityofgrantmi.com) . Property Record Cards are available 24/7 on BSA.com services website. Responses to requests for information are expected to be within two days and no later than 7 business days.

Commonly used forms such as Poverty and Disabled Veteran Exemption applications, Principal Residence exemption forms, and Board of Review Appeal information are also maintained on the city website: [www.cityofgrantmi.com](http://www.cityofgrantmi.com). Questions and explanations are provided on standard business days.

Whereas MCL 211.10G states; (c) Subject to state tax commission guidelines, have and follow a published policy under which its assessor's office is reasonably accessible to taxpayers. A policy under this subdivision must include, at a minimum, the items in subparagraphs (i) to (iv) and should include the item in subparagraph (v) 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.
- (ii) An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days.
- (iii) Information about how a taxpayer may arrange a meeting with an official or employee of the assessor's office for the purpose of discussing an inquiry in person.
- (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.