

# **ONTWA TOWNSHIP ASSESSOR & ASSESSING DATA ACCESS POLICY**

## **EFFECTIVE 2022**

1. Direct access to the Assessor of Record is as follows:
  - a) Name of the current Assessor of Record
  - b) Posted days and hours the Assessor is in office
  - c) Assessor's listed phone number (both Township & personal if agreed to).
  - d) Assessor's listed email address
  - e) Township Secretary has access to Assessing database for taxpayer questions, data, and requested copies, but does no valuation.
2. Taxpayer inquiries will be responded to within 7 days, unless a response to the inquiry will take longer than the 7 days, in which case, the Assessor will give the Taxpayer a reason as to why and an estimate on how long a response will take.
3. A Taxpayer may always set up an appointment or do a "walk-in" with the Assessor during posted office hours. They also may call the Assessor and set a time to meet at another location if access to the Township is not possible by the Taxpayer.
4. Assessing records may be accessed by any taxpayer via email request, if they are NOT a Taxpayer and want more than 1 record, they will be directed to the BSA website, where there is a small fee, or finally they may come in person to the Township Hall (there may be a small copy charge from the Township for multiple records or copies).
5. Any questions concerning valuation can always be brought to the Assessor, before the yearly March Board of Review, at the Township Hall during office hours, or anytime via phone call or email message.
6. The Township will also make information available online that concerns Assessment services, forms, and paperwork. As of 2022, the yearly Assessing "land value studies" and "ECF (economic condition factors)" and support documentation must also be available online for public access.