# Assessment Records Access Policy

**Policy Number 23-02**

**ASSESSOR CONTACT INFORMATION & POLICY REGARDING**

**ACCESS TO ASSESSMENT RECORDS**

Assessor: Anna Wasylewski, MAAO R-7691

Phone Number: 231-549-3019

E-Mail: mojazosia@yahoo.com

Mailing Address: Hudson Township Assessor

 08755 Huffman Lake Road

 Elmira, MI 49730

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

Office Hours: The assessor will hold office hours as needed.

In person meetings: The assessor will be available to meet in person. Contact the assessor to schedule a meeting time.

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 Hudson Township Public Inspection of Records Policy #23-01.

Records Location: Assessing records are officially retained at the Hudson Township Hall located at 7865 Reynolds Road, Elmira, MI 49730

**Adopted at the Regular Meeting on 5 April, 2023**

**Signature:** Cindi Lambdin

Township Clerk