

PROPERTY ASSESSING PUBLISHED POLICY

In accordance with Public Act 660 of 2018, the Township of Warren Assessor's Office published policy is 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.*

Assessor of Record: Frank Roenicke, MAAO
Telephone Number: 989-708-1162
Electronic Mail Address: fjroenicke@gmail.com

- (ii) *An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days.*

The Warren Township Assessor's Office estimates a response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days from the date of inquiry.

- (iii) *Information about how a taxpayer may arrange a meeting with an official or employee of the assessor's office for purposes of discussing an inquiry in person.*

A taxpayer may call the contact assessor by phone at (989) 708-1162 or e-mail fjroenicke@gmail.com for the purposes of discussing an inquiry in person. Meetings will be held at a time and location that is agreed upon.

- (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.*

A taxpayer may contact the assessor by phone at (989) 708-1162 or e-mail fjroenicke@gmail.com for the purpose of a request, inspection or production of records maintained by the assessor's office.

Inspection requests will be scheduled during normal business hours, Monday through Friday between 7:30 am and 4:30 pm, at a location determined and agreed upon between the taxpayer and an employee of the Assessor's Office.

Records maintained by the assessor's office will be provided to the taxpayer by mail, or by electronic mail, as determined and agreed upon between the taxpayer and an employee of the Assessor's Office.

- (v) *Information about any process that the assessor's office may have to informally hear and resolve disputes brought by taxpayers before the March meeting of the Board of Review.*

Taxpayers may have their assessment review by the Township Assessor's Office at any time to informally hear and resolve disputes brought by taxpayers before the March meeting of the Board of Review.