

1485 W Olson Road,

Midland, Michigan 48640

(989) 832-2874 or (989) 486-1667 Fax

## **Assessor's Office Accessibility Policy**

- 1. The Lee Township Assessor's office is available by phone 989-832-2874 ext. 3 or email <a href="mailto:Supervisor@LeeTownship.org">Supervisor@LeeTownship.org</a>.
- 2. An estimated response time of taxpayer's inquiries submitted under #1 above will be within 7 business days.
- 3. A taxpayer wishing to arrange an in-person meeting with the assessment department can contact the assessor's office at 989-832-2874 ext. 3 or email Supervisor@LeeTownship.org..
- 4. Record cards requested from the assessor's office can be obtained by email, USPS, or taxpayer may arrange personal pick up at the Lee Township Hall by appointment.
- Computerized assessment records are available by contacting the assessor's office at 989-832-2874 ext. 3 or email <a href="Supervisor@LeeTownship.org">Supervisor@LeeTownship.org</a>. Requests for significant amounts of information may be subject to Lee Township Freedom of Information Act Policy. Requests for inspection of physical assessment cards should be made to the township Assessor at 989-832-2874 ext. 3.
- 6. Taxpayers wishing to dispute their assessment, taxable value or classification must protest to the March Board of Review. There is no process to informally hear and resolve disputes prior to the March Board of Review, but a taxpayer who wishes to have an informal meeting to discuss any assessment questions prior to the March Board of Review meetings, they may do so by contacting the assessor or assistant at 989-832-2874 ext. 3 or email <a href="mailto:Supervisor@LeeTownship.org">Supervisor@LeeTownship.org</a>. Either an in-person meeting or telephonic meeting can be arranged depending on the severity of the issue at hand and the individual taxpayer's request.