

## Green Charter Township

21431 Northland Drive (PO Box 233) - Paris, Michigan 49338

PH: 231/796-6201

**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 purposes 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.

**THEREFORE**, Green Charter Township establishes the following policy:

### **Green Charter Townships Assessing Policy**

The Assessor Seth M. Lattimore MAAO, or a certified assessing assistant will make the township Assessing office accessible to taxpayers every Monday morning (not including federal holiday) from 9 AM to Noon. The assessor is available by cell phone on all standard business days at (231)250-3019 and office phone (231)796-6201. The assessor will also make special arrangements for meetings as needed with taxpayers.

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

Land Value and Economic Condition Factor studies will remain available on the Green Township Website, updated yearly prior to March Board of Review. Commonly used forms such as Poverty and Disabled Veteran Exemption applications, Principal Residence exemption forms, land division/combination request forms and Board of Review information are also maintained on the township website. Questions and explanations are provided weekly during the assessor stated times.

The foregoing resolution offered by  
Board Member D. MacFarlane and supported by Board Member J. Peek  
Upon roll call vote, the following voted " 6 aye" : J. Peek, J. Clark, J. Chapman, D. MacFarlane, G. Todd, R. Carroll

1 Absent D. Jernstadt, Naye: 0  
The Supervisor declared the resolution adopted.

Janet Clark  
Janet Clark, Green Charter Township Clerk

### **CERTIFICATE**

I, Janet Clark, the duly elected and acting Clerk of Green Charter Township, hereby clarify the forgoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on December 14, 2021, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.