

# Assessor Accessibility Policy

## I. PURPOSE

Public Act 660 of 2018, was approved by Governor Snyder on December 28, 2018, and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Property Assessing Reform Act defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review.

PA 660 contains several requirements in statute (MCL 211.10g (1)) that local units and assessors must follow. Local units are required to ensure that all requirements are being met beginning in the 2022 tax year. Subject to state tax commission guidelines the local unit is required to publish a policy under which its assessor's office is reasonably accessible to taxpayers.

## II. SCOPE

This policy shall apply to the City of Charlotte Assessor's Office.

## III. POLICY

The Assessor's Office published policy is as follows:

### A. Contact information relating to the Assessor's Office is as follows.

Assessor of Record:	Randy Jewell, MMAO
City Hall Address:	111 E Lawrence Ave, Charlotte, MI
Telephone Number:	(517) 543-8844
Electronic Mail Address:	<a href="mailto:rjewell@charlottemi.org">rjewell@charlottemi.org</a>

### B. The Assessor's Office estimates a response time for taxpayer inquiries submitted under subparagraph A., not to exceed 7 business days from the date of inquiry.

### C. A taxpayer may contact the Assessor's Office to schedule an in-person meeting with the Assessor by calling in advance (517) 543-8844. A taxpayer may also make this request by emailing the Assessor at [rjewell@charlottemi.org](mailto:rjewell@charlottemi.org)

### D. A taxpayer may contact the Assessor during normal business hours, Monday through Friday, between 8:00 AM and 4:00 PM, to request a property inspection or retrieve records maintained by the Assessor's Office. Inspection and record requests may also

be made by calling the Assessor's Office at (517) 543-8844 or by emailing the Assessor at [rjewell@charlottemi.org](mailto:rjewell@charlottemi.org)

Inspection requests will be scheduled during normal business hours, Monday through Friday between 8:00 AM and 4:00 PM, as 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 contacting the assessor during normal business hours, Monday through Friday between 8:00 AM and 4:00 PM, by mail, or by electronic mail, as determined and agreed upon between the taxpayer and an employee of the Assessor's Office. Records are also available 24 hours a day by visiting the City's website at <https://charlottemi.gov/>

- E. Taxpayers may have their assessment reviewed by the City Assessor's Office at any time to informally hear and resolve disputes brought by taxpayers before the March meeting of the Board of Review. The assessment process is an annual process and information is gathered and assembled throughout the year to make changes for the following year. The Assessor has no jurisdiction to change an assessment for the current year. Any changes after Tax Day (December 31st of the prior year) must be made by the Board of Review before their last scheduled meeting in March.