

CORWITH TOWNSHIP, OTSEGO COUNTY

Assessment Records Access Policy

Policy 24-9

**ASSESSOR CONTACT INFORMATION AND POLICY REGARDING
ACCESS TO ASSESSMENT RECORDS**

ASSESSOR: VERNON J. KASSUBA, MCAO R-6215

PHONE NUMBER: (989) 983-3993

EMAIL: vjassuba@hotmail.com

MAILING ADDRESS: Corwith Township Assessor/PO Box 100; Vanderbilt, Michigan 49795

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 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 Corwith Township Public Inspection of Records Policy

RECORDS LOCTION: ASSESSING RECORDS ARE OFFICIALLY RETAINED AT THE CORWITH TOWNSHIP HALL LOCATION AT 8170 MILL STREET; VANDERBILT, MICHIGAN (NO MAIL RECEPTIAL LOCATED AT THIS LOCATION).

ADOPTED AT THE REGULAR MEETING ON MARCH 6, 2024

SIGNATURE:



Township Clerk