

Assessor's Office Policy and Procedures

7/22/2024

- 1) Assessment record requests may be submitted via email townshipassessing@gmail.com or visit bsaonline.com. Records will be available for inspection Monday-Thursday 9am-4pm upon request. Taxpayers may also request assessment records by contacting Jill Brown at 231-881-4000, or Dave Brown at 231-838-2537, Monday-Thursday 9am-4pm.
- 2) An estimated response time for taxpayer inquiries shall not exceed 7 business days.
- 3) Taxpayers can contact the assessor's office via phone or email to arrange an in-person meeting.
- 4) Assessment records maintained by the assessor's office can be inspected upon appointment, or copies of records may be requested via email. Records can be viewed on bsaonline.com and copies of records not owned by the taxpayer will be timely produced upon request for a fee of \$19.00/hr. and .25 per page.
- 5) Upon request the Assessor's office will work with a taxpayer prior to the March board of review meetings to informally hear and attempt to resolve taxpayers' disputes. The assessor will review the record card with the taxpayer to verify the accuracy of the data. The Assessor will also conduct site inspections of taxpayer's property when requested.