

West Traverse Township Policy for Public Inspection of Assessment Records

The Michigan General Property Tax Act, MCL 211.10a, provides that all property assessment rolls and property appraisal cards shall be available for inspection and copying during the customary business hours. MCL 15.234 provides that no charge can be imposed for the inspection of public records; however, a reasonable charge may be made for copies of public records.

West Traverse Township's policy for inspection and copying of assessment records is as follows:

- Property assessment rolls and property record cards are available for inspection and copying during normal Township office hours – weekdays from 9 am to 1 pm.
- Faxed or mailed copies of property record cards may be requested by contacting the Township office by phone: (231) 526-7361; by fax: (231) 526-0028; or by e-mail: secretary@westtraversetownship.com.
- All other assessment records are available for inspection and copying during the Assessor's normal office hours – Thursdays from 9am to 1pm. In addition, the Assessor is also available by appointment as arranged through the Township office: (231) 526-7361.
- Any exempt information in any assessment record, such as social security number, will be deleted prior to providing a copy of that record for inspection or for copying.
- Requests for excessive copies of assessment records may be subject to a charge based on the actual cost of providing the copies per MCL 15.234.
- Personal property statements and confidential real property statements are not available for public inspection.

Approved by resolution of the West Traverse Township Board on June 14, 2011.