

PROPERTY ASSESSING PUBLISHED POLICY

In accordance with Public Act 660 of 2018, Section 10g(c), the Windsor Charter Township Assessor's Office published policy is 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.*

Assessor of Record: Peter J. Preston, MAAO
Telephone Number: 517-919-1566
Electronic Mail Address: windsorassessor@gmail.com
Local Unit Assessor's Office: 300 W. Jefferson St., Dimondale, MI 48821

- (ii) *An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days.*

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

- (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.*

A taxpayer may visit the Assessor's office on Tuesday's from 9 a.m. to 4 p.m. or by appointment to meet with an official or employee of the Assessor's Office for purposes of discussing an inquiry in person. Meetings can be scheduled in advance by contacting the Assessor's Office by phone or email. Contact information provided above.

- (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*

A taxpayer may visit the Assessor's office on Tuesday's from 9 a.m. to 4 p.m. or by appointment to request a property inspection or retrieve records maintained by the Assessor's Office. Inspection and record requests may also be made by contacting the Assessor's Office via phone or email. Contact information provided above.

- (v) *Information about any process that the assessor's office may have to informally hear and resolve disputes brought by taxpayers before the March meeting of the Board of Review.*

Taxpayers may have their assessment reviewed by the Assessor's Office at any time to informally hear and resolve disputes brought by taxpayers before the March meeting of the Board of Review. Contact information and office hours are provided above.

In accordance with Public Act 660 of 2018, Section 10g(d), the provision to provide online access to information regarding assessment information is as follows:

Online assessment information, such as access to parcel data, current assessed and taxable value, can be obtained by visiting www.bsaonline.com. Land value studies and economic condition factor analysis can be obtained by visiting www.prestoncommunityservices.com under the "Communities Served" tab and by selecting the desired community information.