# Metamora Township Assessing Information Policy

730 W Dryden Rd, Metamora, MI 48455

The Metamora Township Assessing Department:

**Tom Schlichting, Assessor Kaili Ropp, Deputy Assessor** **assessor@metamoratownship.com****deputyasr@metamoratownship.com** **P: 810.678.2237 P:  810.678.2237 Tuesday 10am – 4 pm Tuesday, Thursday 10am – 4pm**

Assessing records are open to public inspection and copying through the township clerk’s office Monday through Thursday 9 am to 5 pm. The township clerk’s office can also provide basic parcel reports. All public records are available through the clerk’s office and inspecting or copying them does not require involvement of the assessor’s office. The township clerk’s office does not explain assessing procedures or answer questions regarding property tax law, land divisions or other matters requiring information directly from the assessing office. Those questions should be addressed to the assessing office.

Members of the public can schedule an in-person appointment, call or visit the office during posted office hours on a drop-in basis to speak with assessing staff. Property owners may request an inspection for assessment purposes, or request information by contacting the Assessing Department via mail, email or phone. The estimated response time from the Assessing Department regarding inquiries by phone, email or mail is estimated to be no more than 7 business days. Parcel Information is also available for a small fee [free to the property owner] online at the BS&A software site <http://www.bsaonline.com/> 24 hours a day.

Property owners are encouraged to speak to the assessing staff regarding any questions or concerns regarding their annual February assessment change notice. Assessing staff can explain the process and assessing changes and answer questions regarding the March Board of Review process.