



12086 M-89
Richland, MI 49083
269-731-4888

**PUBLIC POLICY AND PROCEDURE REGARDING ASSESSOR'S OFFICE
REQUESTS FOR INFORMATION AND MEETINGS**

ROSS TOWNSHIP ASSESSOR
ANGELA STORY
OFFICE HOURS: MONDAY AND WEDNESDAY 1:00 PM- 4:30 PM
OFFICE PHONE: 269-731-4888
EMAIL: ANGELASTORY14@YAHOO.COM
CELL PHONE: 269-207-2590

IN-PERSON MEETINGS OR INFORMATION/EXPLANATION REQUESTS:

- ROSS TOWNSHIP ASSESSOR'S OFFICE IS AVAILABLE **IN-PERSON** ON MONDAY AND WEDNESDAY'S BETWEEN THE HOURS OF 1:00 PM AND 4:30 PM. APPOINTMENTS OR WALK-INS ARE WELCOME. PLEASE CALL THE TOWNSHIP OFFICE PHONE IF YOU WISH TO SCHEDULE AN APPOINTMENT.
- ROSS TOWNSHIP ASSESSOR'S OFFICE IS AVAILABLE 9:00 AM – 4:30 PM MONDAY – FRIDAY **VIA EMAIL AND CELL PHONE** (ABOVE). IF AN EMAIL OR CALL IS MISSED IT WILL NORMALLY BE RETURNED WITHIN 3 BUSINESS DAYS, NOT TO EXCEED 7 BUSINESS DAYS.

PUBLIC INSPECTION OF RECORDS AND RECORD COPYING SHOULD BE MADE IN WRITING – PLEASE REFER TO **POLICY OF PUBLIC INSPECTION OF ASSESSING RECORDS** FOR MORE DETAILED INFORMATION.

PRE-MARCH BOARD OF REVIEW APPEALS/DISPUTES:

- FOLLOWING THE MAILING OF ASSESSMENT NOTICES EACH YEAR IN FEBRUARY, TAXPAYERS MAY REACH THE ASSESSOR VIA PHONE AND EMAIL ABOVE WITH ANY QUESTIONS OR CONCERNS THEY MAY HAVE.
- TAXPAYERS ARE ENCOURAGED TO MAKE AN APPOINTMENT TO MEET WITH THE ASSESSOR IN PERSON TO DISCUSS CONCERNS REGARDING THEIR ASSESSMENT, THESE APPOINTMENTS CAN BE MADE UP TO THE FIRST MONDAY IN MARCH.
- FOLLOWING THIS THE TAXPAYER MAY FURTHER REQUEST AN APPOINTMENT TO APPEAR AT THE MARCH BOARD OF REVIEW IF HE/SHE WISHES. A MEETING WITH THE ASSESSOR IS NOT REQUIRED BEFORE SPEAKING WITH THE MARCH BOARD OF REVIEW.