

**GREENWOOD TOWNSHIP
CLARE COUNTY, MICHIGAN**

**POLICY REGARDING THE PUBLIC INSPECTION OF
PROPERTY ASSESSMENT RECORDS**

As per Public Act 442 of 1976, The Freedom of Information Act, MCL 15.231, (et seq.) and, as amended, Greenwood Township, Clare County, Michigan, has established the following Policy, regarding the Public Inspection of Property Tax Records.

1. Requests for inspection and copying of Property Tax Records may be made verbally and/or in writing.
2. Said requests shall be directed to the Township Supervisor, Secretary to the Board of Review, or the Township Assessor who has responsibility over such records.
3. Upon receiving a verbal request to inspect the Township's Property Tax Records, the Township shall furnish the requesting person with a reasonable opportunity for inspection and examination of said records. Since normal business hours are not kept at the Township Hall, a member of the public may arrange an appointment for times when needed.
4. The public does not have unlimited access to the Township offices and a person may be required to inspect records at a specified table and in view of Township personnel.
5. The Township official assisting with inspection of Property Tax Records shall inform any person inspecting records that only pencils and no pens or ink may be used to take notes.
6. No person shall remove books, records or files from the place the Township has provided for inspection.
7. It is the policy of Greenwood Township to provide any and all Property Owners (or their resp. duly authorized agent) with a copy of his/her resp. property assessment card, at no charge, each year.
8. To request a copy of the Property Assessment card of another person, there is a \$0.10 per page photo-copy fee. To access the property assessment information of another person, there must be one of the following pieces of information provided: a. the person's name, b. the parcel number, c. the valid street address. Occasionally a request may be made for instance "Give me all the

homes in the \$90,000.00 range.” The township has NO mechanism for keeping or providing this sort of information.

9. Commercial, Industrial and Utility Personal Property Records are deemed “Confidential” by the State of Michigan statute and are NOT available for public inspection.
10. Inspection and/or photo copies of Poverty Exemption Request, Disabled Military Veteran Exemption Requests, Principal Residence Exemption Requests or amendments are subject to the “redaction” of certain information. This information includes (but may not be limited to) Social Security Numbers, Veterans Administration Case Numbers, Veterans Administration Benefit amounts, names of minor children, phone numbers, etc. To inspect any of these records the Township requires that a Freedom of Information Act Request (FOIA request) be filed with the supervisor no less than three (3) work days in advance of the anticipated date of inspection. To receive photo copies of these redacted records there is a fee of \$0.10 per page.
11. To receive any copies of records by mail, said mailing will be by USPS First Class mailing and the fee will be the cost of the appropriate envelope or packaging plus the actual postage.
12. To receive an additional copy of a July or December Tax invoice, or an additional copy of a Paid Tax Invoice receipt, contact must be made with the Treasurer. For your own property invoice, this additional information is free. For someone else’s records there is a fee of \$0.10 per page plus mailing charges as outlined above.

For any further questions, please contact the Greenwood Township Supervisor.

Motion made by James Korman/David Lawrence. All approved.

Policy approved February 6, 2017

Linda Bailow

Greenwood Township Clerk