



MARION TOWNSHIP

www.mariontownship.com

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TOWNSHIP OF MARION, ASSESSING DEPARTMENT, PUBLISHED POLICY

The Township of Marion Assessing Department shall adhere to the following policy:

- (1) Assessor shall be named on Township Website with contact information (name, telephone number, email address). Inquiries to assessing department may be made using this information or directed to auxiliary assessing staff.
- (2) Information requested by a taxpayer will be responded to within 7 business days. However, assessor or staff will respond immediately when information is available as is our usual policy.
- (3) Meetings may be setup with Assessor or staff by contacting them using the information in #1 above or by contacting the general office staff of Marion Township.
- (4) Assessing Records are available in the office during regular business hours. Anyone may request to review or obtain those records by calling or visiting the Marion Township office. Assessing Records are also available online 24 hours a day/ 7 days a week. Access is through our website at: www.mariontownship.com or at: <https://www.bsaonline.com/?uid=733>
- (5) The Assessing Department holds information sessions in February of each year (pre/post Covid). Property owners are invited to attend to learn how the property tax process work-and-how to read their record card. They are invited to review their record cards with assessing staff. The appeals process for Board of Review and Michigan Tax Tribunal is explained.
- (6) The Assessing Department is open Monday through Thursday, 9:00 a.m. until 5:00 p.m. to discuss/resolve assessment disputes with the public. (Subject to holiday closures).
- (7) Marion Township assessing information is online at www.mariontownship.com This includes Parcel information, land value studies and documentation and economic condition factors.
- (8) See item #1 for contact information for concerns regarding assessment changes and exemption determinations.
- (9) Assessing support staff shall be sufficiently trained according to State Tax Commission guidelines. Their certificates shall be maintained in office.
- (10) MCL 211.44(4) The Township of Marion shall abide by the law.
- (11) The Township of Marion Assessing Department has a policy to conduct the annual personal property canvass and maintain personal property records according to statutory requirements.
- (12) The Marion Township Board of Review shall follow the General Property Tax Act, MCL 211.1 to 211.157. Any variance from law shall be reported to the State Tax Commission by the assessor or other township official.
- (13) The Township of Marion Assessing Department has a policy to grant and deny exemptions according to statutory requirements.
- (14) The Assessor shall meet the requirements of the State Tax Commission's publication entitled "Supervising Preparation of the Assessment Roll".
- (15) The Assessing Department shall comply with any other requirements that the State Tax Commission lawfully promulgates MCL 211.10g(1)