

CITY OF CARO

Assessing Department Policy for Reasonable Accessibility to Taxpayers

- Taxpayer inquiries, requests for public inspection or production of records maintained by the assessor's office may be made verbally and/or in writing to Angie Daniels, City Assessor by phone at 989-672-3830 or by email caro.assessor@tuscolacounty.org.
- If a verbal request is made, the authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or production of assessing records.
- The responding authorized individual may require the requesting party to sign the checklist to indicate compliance with the verbal request.
- The responding authorized individual shall be responsible for the production of the requested records.
- The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the City Council.
- If the request is for inspection of public record, the responding authorized individual shall respond in a timely manner not to exceed 5 business days from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
- The establishment of the date and time of the public inspection of the requested public records shall be at the discretion of the responding authorized individual. The place designated for the requested inspection shall be the City Hall or the location where said public records are officially retained.
- The responding authorized individual shall allow such inspection between the hours of 9:00 AM and 5:00 PM, Monday through Friday, unless mutually agreed to by the responding authorized individual and requesting party.
- Any request made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
- Taxpayers are encouraged to contact the assessor's office to informally hear disputes, address questions or concerns and potentially resolve disputes prior to the March meeting of the board of review.