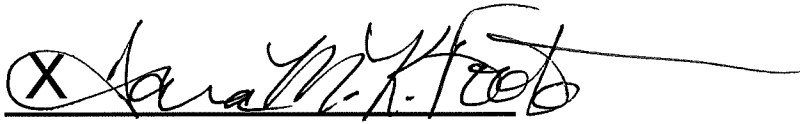


Conway Township Policy Number 24

Assessor Accessibility Policy

- I. PURPOSE Public Act 660 of 2018, was approved by Governor Snyder on December 28, 2018, and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Property Assessing Reform Act defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review. PA 660 contains several requirements in statute (MCL 211.10g (1)) that local units and assessors must follow. Local units are required to ensure that all requirements are being met beginning in the 2022 tax year. Subject to state tax commission guidelines the local unit is required to publish a policy under which its assessor's office is reasonably accessible to taxpayers.
- II. The Conway Township Assessor's Office policies are consistent with Michigan Statutes and acceptable assessment practices with the goal of excellence in accuracy, transparency, and efficiency.
- III. The Assessor's Office is open to inspect and review public records, request copies, submit paperwork, or speak with an assessing department staff member.
- IV. The Assessor's Office business hours are Wednesday, 9:00 AM to 3:00 PM, with the exception of observed holidays.
- V. Taxpayers may submit inquiries to the Assessor, via email at assessor@conwaymi.gov or by telephone at (517) 223-0358 EXT 101. The estimated response time to inquiries is less than seven (7) business days.
- VI. Taxpayers may arrange an in-person inquiry with an assessing staff representative to discuss their property's assessment or issues by calling (517) 223-0358 EXT 101 or by email at assessor@conwaymi.gov.
- VII. Taxpayer requests for inspection or production of records maintained by the Assessor's Office may be made in person or by calling (517) 223-0358 EXT 101 or by email at assessor@conwaymi.gov. A Freedom of Information Act (FOIA) request may be requested through the Clerk's Office.
- VIII. Assessment and property information can be obtained using the Assessor's Office website at ConwayMI.gov. The information can be accessed through the township's website by selecting the **"Find assessing information and property details by clicking here."** The link navigates to the BS&A online services website. <https://bsaonline.com/?uid=545>
- IX. Taxpayers may have their assessment reviewed by the Assessor's Office at any time to informally hear and resolve disputes prior to the March Board of Review. Taxpayers are encouraged to contact the Assessor's Office at (517) 223-0358 EXT 101 or assessor@conwaymi.gov to discuss any issues or concerns. Filing a protest with the Board of Review is necessary to protect the right to further appeal residential valuation and exemption disputes to the Michigan Tax Tribunal and classification appeals to the State Tax Commission.

I hereby certify that this administrative policy was approved at a regular meeting of the
Conway Township Board on December 17th, 2024.

A handwritten signature in black ink, appearing to read "Tara M. Foote", with a long horizontal flourish extending to the right. The signature is written over a horizontal line.

Tara Foote
Conway Township Clerk