

POKAGON TOWNSHIP

POLICY AND PROCEDURE UNDER WHICH THE ASSESSOR'S OFFICE IS ACCESSABLE TO TAX PAYERS:

- a) Assessor William J. Kays, 269 621-3604, Email kayswj@gmail.com,
All inquiries may be made by telephone or electronic mail.
- b) Response time for submitted taxpayer inquiries, not to exceed of 7 business days.
- c) Assessor Office hours 1st and 3rd Monday of each month from 4:00 PM to 8:00PM.
- d) Taxpayer may arrange an in-person meeting, outside of normal business hours, within 7 business days by telephone or electronic mail.
- e) Inspection or production of records may be made by telephone or electronic mail.
- f) Taxpayer may arrange an in-person meeting by telephone or electronic mail to informally hear or resolve disputes before the March Board of Review.
- g) All Assessing services, parcel information, land value studies and documentation and economic condition factors on line.

Adopted: 1-11-2023