

**ELBA TOWNSHIP ASSESSING OFFICE POLICY & PROCEDURES FOR
TAXPAYER ACCESSIBILITY TO ASSESSOR'S OFFICE &
PUBLIC INSPECTION AND COPYING OF ASSESSING RECORDS**

ELBA TOWNSHIP ASSESSING OFFICE
4717 Lippincott Road
Lapeer, MI 48446

TAXPAYER ACCESSIBILITY TO ASSESSOR'S OFFICE

The Elba Township Assessing Office is open for business on Tuesdays 9:00am – 4:00pm.

The Elba Township Assessor may be contacted during normal business hours or by appointment for an in person meeting at the Elba Township Hall.

The Elba Township Assessing Office can be reached by mail or the following methods:

Phone # 810-664-2332 x407 – email assessor@elbatownship.org

Estimated response time for any direct inquiry with the Assessor not exceed 7 business days.

Record Cards requested from the Assessor's Office can be obtained online, by email, USPS, or taxpayer may arrange personal pick up at the Elba Township Hall.

If a taxpayer wishes to have an informal meeting to discuss any assessment questions prior to the March Board of Review Meetings, they may do so by contacting the Assessor by email or phone call. Either an in-person meeting or telephonic meeting can be arranged depending on the severity of the issue at hand and the individual taxpayer's request.

PUBLIC INSPECTION AND COPYING OF ASSESSING RECORDS

Elba Township Assessing information is available 24/7 through the BS&A link to Elba Township's website at <https://elbatownship.org> or at the Elba Township Office during normal business hours.

Requests for public inspection and copying of assessing records may be made by telephone, email, USPS or in-person.

For properties other than the taxpayers' properties, said requests may be directed to the FOIA coordinator, Township Clerk, responsible for said assessing records.

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.