

# Township of Matchwood

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Assessor's Office  
1401 Wertanen Rd  
Wakefield, MI 49968

## **Assessor's Office Accessibility Policy**

In order to ensure reasonable accessibility, the Township of Matchwood is required to establish a policy regarding the way the Assessor can be contacted and the expected timeline regarding a response.

The Assessor is available for taxpayer correspondence via the following means:

- Phone: 906-364-2910
- Email: [melissaprisbe@gmail.com](mailto:melissaprisbe@gmail.com)
- USPS address:     Melissa Prisbe  
                              1401 Wertanen Rd  
                              Wakefield, MI 49968

Once contacted, it is the expectation that the Assessor return the contact as soon as possible – not to exceed seven (7) business days. Should the taxpayer need or request an in-person meeting, it is also expected that the Assessor will arrange to accommodate said request within a reasonable timeframe.

Taxpayer requests for inspection or acquire of records maintained by the Assessing Department may be made by calling 906-364-2910 or by emailing the assessor.

At any point during the year – leading up to the March Board of Review (MBOR) particularly – taxpayers are encouraged to reach out to the Assessor for informational purposes or to discuss, and perhaps resolve, any disputes prior to the MBOR appeal hearings.