**Assessor’s Office Accessibility Policy**

As required by MCL 211.10g(1)(c) from the General Property Tax Act 206 of 1893, the Township of Ontonagon must establish a policy regarding the way the Assessor can be contacted and the expected timeline for a response.

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

* Phone: 906-884-6724
* Email: onttwp@jamadots.com
* USPS Address: Katie Carlson-Lynch

311 N. Steel St.
Ontonagon, MI 49953

Once contacted, it is expected that the Assessor return 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 arranges to accommodate said request within a reasonable timeframe.

Requests by taxpayers for inspection/acquisition of records maintained by the Assessing Department may be made by calling 906-884-6724 (and leaving a voicemail if no one answers) or by emailing the Assessor at onttwp@jamadots.com.

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