## Policy of accessibility for the Clayton Township Assessment Department

- 1. The Clayton Township Assessor, Heather MacDermaid, is available by phone at 810-635-4433 or 810-750-1660 or email <a href="mailto:assessor@claytontownship.org">assessor@claytontownship.org</a> or <a href="mailto:Legacyassessing@gmail.com">Legacyassessing@gmail.com</a>.
- 2. An estimated response time for taxpayer's inquiries submitted under #1 above will be within 7 business days.
- 3. A taxpayer wishing to arrange an in-person meeting with the Assessment Department can contact the Assessor's Office at 810-635-4433, 810-750-1660, <a href="mailto:assessor@claytontownship.org">assessor@claytontownship.org</a> or Legacyassessing@gmail.com
- 4. Digital assessment information is available through the bsaonline link on Clayton Township's website, Claytontownship.org. Assessment records are also available by contacting Clayton Township at 810-635-4433, assessor@claytontownship.org or by visiting Clayton Township Hall during business hours Monday through Thursday. Requests for information not subject to Clayton Township's Freedom of Information Act Policy will be handled either in person, via email or via US Postal Service within 7 business days. Requests for significant amounts of information may be subject to Clayton Township's Freedom of Information Act Policy. Information subject to Clayton Township's Freedom of Information Act Policy will be handled according to the applicable policy and law.
- 5. Taxpayers wishing to dispute their assessment, taxable value or classification must protest to the March Board of Review. There is no process to informally hear and resolve disputes prior to the March Board of Review.