

CHARTER TOWNSHIP OF FLUSHING, ASSESSING DEPARTMENT, PUBLISHED POLICY

The Charter Township of Flushing Assessing Department shall adhere to the following policy:

1. Assessor shall be named on Township Website with contact information (name, telephone number, email address). Inquiries to assessing department may be made using this.
2. Information requested by a taxpayer will be responded to within 7 business days. However, assessor or staff will respond immediately when information is available as is our usual policy.
3. Meetings may be setup with Assessor by contacting them using the information in #1 above or by contacting the general office staff of Flushing Township.
4. Assessing Records are available in the office during regular business hours. Anyone may request to review or obtain those records by calling or visiting Township office. Assessing Records are also available online 24 hours a day/ 7 days a week. Access is through our website at:
<https://www.flushingtownship.com/> or at: <https://bsaonline.com/?uid=813>
5. The Assessing Department is open Monday through Thursday, 8:00 a.m. until 6:00 p.m. to discuss/resolve assessment disputes with the public. (Subject to holiday closures).
6. Flushing Township assessing information is online at <https://www.flushingtownship.com/> This includes Parcel information, land value studies and documentation and economic condition factors.
7. See item #1 for contact information for concerns regarding assessment changes and exemption determinations.
8. Any assessing support staff shall be sufficiently trained according to State Tax Commission guidelines.
9. MCL 211.44(4) The Township of Flushing shall abide by the law.
10. The Township of Flushing Assessing Department has a policy to conduct the annual personal property canvass and maintain personal property records according to statutory requirements.

11. The Flushing Township Board of Review shall follow the General Property Tax Act, MCL 211.1 to 211.157. Any variance from law shall be reported to the State Tax Commission by the assessor or other township official.
12. The Township of Flushing Assessing Department has a policy to grant and deny exemptions according to statutory requirements.
13. The Assessor shall meet the requirements of the State Tax Commission's publication entitled "Supervising Preparation of the Assessment Roll".
14. The Assessing Department shall comply with any other requirements that the State Tax Commission lawfully promulgates in MCL 211.10g(1)