

COPY

**Otsego Lake Township Assessment Records Access Policy  
ASSESSOR CONTACT INFORMATION & POLICY REGARDING  
ACCESS TO ASSESSMENT RECORDS  
Policy #2024-4**

Assessor: Bobbi Balazovic

Phone Number: 989-732-6929

E-Mail: assessor@otsego-lake-township.org

Mailing Address: 10616 South Old 27, PO Box 99 Waters, MI 49797

Response Time: The assessor will respond to requests for information within 7 business days.

Office Hours: Assessor: Tues 9-12  
Township Office: Mon, Tues, Thurs 9-2

In person meetings: The assessor will be available to meet in person. Contact the assessor to schedule a meeting time.

Questions/Disputes: Throughout the year and upon receipt of the annual Notice of Assessment, Taxable Valuation, and Property Classification, taxpayers with questions or concerns are encouraged to contact the assessor. The assessor will make reasonable efforts to hear taxpayer concerns, gather additional information if needed, take appropriate action in response, and convey the outcome to the taxpayer.

Inspection/Copy Requests: Requests to inspect and/or copy assessment records will be accepted and responded to in accordance with the Otsego Lake Township Record Inspection and FOIA policies.

Records Location: Assessing records are officially retained at the Otsego Lake Township Hall located at 10616 South Old 27, Waters, MI 49797.

**Adopted at the Regular Meeting on February 15, 2024.**

Mary Brown  
Mary Brown, Otsego Lake Township Clerk

**APPROVED**

BY: Board DATE: 2-15-24