

## ASSESSMENT RECORD INSPECTION POLICY

The Township of Gladwin strives to provide public assessing documentation and records in a timely, consistent fashion to residents, property owners and the general public seeking information within the city limits.

This does not include articles which contain items of a confidential nature such as but not limited to, personal property statements, Poverty Exemption applications and any filings pertaining to Principal Residence Exemptions which can include income information as well as Social Security numbers. Items such as appraisals which may include income and expense information become a matter of public record when accepted by the municipal Board of Review and may be obtained in a fashion consistent with the Freedom of Information Act.

Property record cards are available on a continual basis on the township's website <https://gladwintownship.org> administered by B.S. & A Software as well as the website [www.bsasoftware.com](http://www.bsasoftware.com) with charges determined by the software company.

Property record cards, assessment rolls and the like are also available for inspection by appointment. Charges for copies are determined on a per page basis established by the Township Board in the most current 'Schedule of Fees and Charges'. Requested information will be provided no later than five (5) working days following the inquiry and consistent with Freedom of Information requests.

Updated and Approved by the Township of Gladwin on November 17, 2021.

The township assessor, Bernadette Weaver is available via e-mail: [assessor@gladwin.org](mailto:assessor@gladwin.org) and telephone: 989-426-9231, Ext. 15 or 989-426-6887 for inquiries or the scheduling of appointments. (Updated 7-5-23).