

**Brighton Township Assessing Department
Accessibility of the Assessor's Office Policy
Pursuant to PA 660 of 2018**

Per MCL 211.10g(1)(c)(i) Brighton Township has created this policy to address the accessibility of the Brighton Township Assessor's office.

The assessor's office will respond to inquiries in a timely manner, response time not to exceed 7 business days unless further research, follow-up, or response is needed; at which time, the assessor's office will notify the taxpayer of the additional time needed to respond. The assessor's office is available for taxpayers during business hours in person, by phone, or by email; taxpayers may arrange a meeting with our staff via any of these routes.

Property information is made available through the township's website at www.brightontwp.com . Any other records maintained by this office is available during business hours. Inquiries may be made in person, by phone, or by email. Some record inquiries such as mass record inquiries will require a FOIA (Freedom of Information Act request) and the taxpayer may be directed to the clerk's office.

A taxpayer wishing to discuss their property with an assessor or make an appointment for the assessor to visit their property may do so with our staff in person, by phone, or by email.

Inquiries related to the Brighton Township Assessing Department can be made:

1. **In Person:** The Brighton Township Assessing Office is available during normal business hours, which are posted on the township's website at: www.brightontwp.com.
2. **Via Telephone & Email:** Inquiries for the Assessing Office can be directed to:
 - a. General Telephone Number: 810-229-0558
 - b. Department Email: assessing@brightontwp.com
 - c. Stacy Kaliszewski, Assessor: assessor@brightontwp.com
 - d. Karen Hester, Assistant Assessor: assessor2@brightontwp.com

Taxpayers are encouraged to contact the assessor to informally hear or resolve disputes before the March Board of Review; However, a review is not necessary in order to request a hearing with the March Board of Review.