ASSESSORS OFFICE ACCESS POLICY

Assessor’s Office Contact Information:

Mailing Address:
13300 168th Ave
Grand Haven MI 49417

Township Phone Number:
616-842-5988

Lobby open Monday through Friday 8am-5pm

Assessor: Ashley Larrison
616-604-6306
alarrison@ght.org

Response Time

Upon receiving a request for a meeting with the Assessor and/or the Assessors office personnel, or inquiry into Assessing information an initial response to the inquirer shall be made within 24 hours in the manner which was requested (e-mail, returned phone call etc.).

How to arrange a meeting

To request for a meeting with the Assessor and/or the Assessor’s office personnel contact the Assessor at 616-604-6306 or alarrison@ght.org. A response will be received within 24 hours during normal busines hours. An in person, virtual or telephone meeting will be honored with both parties mutually agreeing upon the date and time for it to occur.

Request for an Inspection of Records

Assessment information is available 24/7 through the Township’s website www.ght.org.

Upon receiving a verbal or written request for an inspection of Assessing records, the Assessor’s office shall furnish the person requesting with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.
A person shall be allowed to inspect Assessing records during usual business hours at the Township office located at 13300 168th ave Grand Haven MI 49417, not less than four hours per day. The public does not have unlimited access to the Assessors office or facility, and a person may be required to inspect records at a specified counter or table, and in view of township personnel.

Staff assisting with inspection of Assessing records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

A person cannot remove books, records, or files from the place the township has provided for the inspection.

No documents shall be removed from the office of the custodian of those documents without the permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

*Some requests may fall under the Freedom of Information Act (FOIA) and a charge may apply.

Requests for Inspection of Property

Upon receiving a verbal or written request for a physical inspection of property as it pertains to updating/keeping Assessing records, the township shall furnish the person requesting with a reasonable opportunity and willingly set up a meeting time that works for both parties for the inspection to occur or obtain permission to inspect without the owner/person requesting present.

Process to informally hear/resolve disputes.

To informally dispute a property Assessment, contact the Assessor at 616-604-6306 or alarrison@ght.org, to discuss or set up a meeting. Staff is available all year long to discuss property inquiries.