

# Woodbridge Township

## POLICY FOR INSPECTION OF PUBLIC ASSESSING RECORDS

Woodbridge Township Assessing record card information is available at  
<https://bsaonline.com/?uid=1221>

**Requests for documents:** Can be made directly to the Assessing Department via email or telephone. Please allow up to 7 business days for information requests to be fulfilled. Depending on the scope of the request, a FOIA request through the Township Clerk may be required.

If you wish to make an in-person appointment to review records, please contact the Assessing Department at the email or phone number listed below to schedule an appointment.

**Informal Review:** Please contact the Assessing Department Contact below to arrange an informal review of your property parcel records and/or to address any valuation disputes. Upon the informal review, if taxpayer is not satisfied with the determination of the Assessor prior to the March Board of Review, the taxpayer shall make a formal appeal to the March Board of Review. Instructions and dates/times are in the Notice of Assessment sent in mid-February of each year no later than two weeks prior to the March Board of Review.

**Fees for copies:** There is no fee to obtain copies of record cards via email. Homeowners may also obtain a free copy of their record card online by going to: <https://bsaonline.com/?uid=1221>. All property records are available online free of charge. All other documents, depending on the scope, may be subject to the FOIA fees as determined by the Township Board.

**FOIA:** Custom Reports, exports or other extensive document requests may be referred to the Township Clerk to complete a Freedom of Information Act (FOIA) request form, along with the proper fee requirements for processing.

### ASSESSING DEPARTMENT CONTACT:

Ben Wheeler, Assessor  
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Reading, MI 49274  
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