

**Star Township
Assessment Records Access Policy**

**ASSESSOR CONTACT INFORMATION & POLICY REGARDING
ACCESS TO ASSESSMENT RECORDS**

Assessor: Holly Franckowiak, MAAO R-9556

Phone Number: 989-350-1051

E-Mail: franckowiakh@gmail.com

Mailing Address: Star Township Assessor
7526 Skop Road
Elmira, MI 49730

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

Office Hours: The assessor will hold office hours as needed.

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

Inspection/Copy Requests: Requests to inspect and/or copy assessment records will be accepted and responded to by the Assessor with 7 business days.

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.

Records Location: Assessing records are officially retained at the Assessor's office 7526 Skop Road, Elmira MI 49730.