

# **LAPEER TOWNSHIP ASSESSING OFFICE POLICY & PROCEDURES FOR TAXPAYER ACCESSIBILITY TO ASSESSOR'S OFFICE & PUBLIC INSPECTION AND COPYING OF ASSESSING RECORDS**

**LAPEER TOWNSHIP ASSESSING OFFICE  
1500 Morris Road  
Lapeer, MI 48446**

## ***TAXPAYER ACCESSIBILITY TO ASSESSOR'S OFFICE***

The Lapeer Township Assessing Office is open for business on Tuesdays 9:00am – 4:00pm.

The Lapeer Township Assessor may be contacted during normal business hours or by appointment for an in person meeting at the Lapeer Township Hall.

The Lapeer Township Assessing Office can be reached by mail or the following methods:

- Assessor Connie Lipka – phone # 810-664-3700 - email [clipka@lapeertwp.org](mailto:clipka@lapeertwp.org)
- Assistant Roberta Kudsin – phone # 810-664-3700 – email [rkudsin@lapeertwp.org](mailto:rkudsin@lapeertwp.org)

Estimated response time for any direct inquiry with the Assessor or Assistant to the Assessor will not exceed 7 business days.

Record Cards requested from the Assessor's Office can be obtained online, by email, USPS, or taxpayer may arrange personal pick up at the Lapeer Township Hall.

If a taxpayer wishes to have an informal meeting to discuss any assessment questions prior to the March Board of Review Meetings, they may do so by contacting the Assessor or Assistant to the Assessor by email or phone call. Either an in-person meeting or telephonic meeting can be arranged depending on the severity of the issue at hand and the individual taxpayer's request.

## ***PUBLIC INSPECTION AND COPYING OF ASSESSING RECORDS***

Lapeer Township Assessing information is available 24/7 through the BS&A link to Lapeer Township's website at <https://lapeertwp.org> or at the Lapeer Township Office during normal business hours.

Requests for public inspection and copying of assessing records may be made by telephone, email, USPS or in-person.

For properties other than the taxpayers properties, said requests may be directed to the FOIA coordinator, Township Clerk, responsible for said assessing records.

Any request made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.