

**Assessor's Office Accessibility Policy pursuant to PA 660 of 2018:**

- The Township of Tompkins Township contracts their assessing department administration and services with Sunrise Assessing Services LLC.
- The Tompkins Township Assessing Department has assessing department staff in the Township offices for scheduled office hours every other Wednesday from 9:30am -12:30pm. The Tompkins Township Assessing department can be reached by phone at 517-569-2463 on Wednesdays or any other time by phone # 517-888-3057.
- A taxpayer may submit assessing related inquiries directly to the Assessing Department Staff/Assessor Ruth Scott by email at any time at [info@sunriseassessingservices.com](mailto:info@sunriseassessingservices.com) or by phone at 517-888-3057. The estimated response time to inquiries is 7 or less business days.
- A taxpayer may arrange a meeting with an Assessing Department staff member for the purpose of discussing an assessing inquiry in person by emailing [info@sunriseassessingservices.com](mailto:info@sunriseassessingservices.com) or calling 517-888-3057.
- The assessing department has adopted the attached policy by the Michigan Department of Treasury for inspection or view of public records. A staff member will be assigned the request; a Freedom of Information Act request may be required.
- Current year assessing records for Tompkins Township are also available at all times online AT: <HTTPS://BSAONLINE.COM/HOME/MUNICIPALITYHOME?UID=1340>





JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

ROBERT J. KLEINE  
STATE TREASURER

**POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS**

- 1) Requests for public inspection and copying of public records may be made verbally and/or in writing.
- 2) Said requests may be directed to the township/city official and/or authorized individual responsible for said public records.
- 3) Any requests 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
- 4) If verbal request is made, the responding township/city official and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
- 5) The responding township/city official and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
- 6) The responding township/city official and/or authorized individual shall be responsible for the production of the requested copies.
- 7) The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the Township Board/City Council.
- 8) If the request is for inspection of public record, the responding township/city official and/or authorized individual shall respond in a timely manner, not to exceed 5 business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
- 9) The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding township official and/or authorized individual. The place designated for the requested inspection shall be the Township/City Hall or the location where said public records are officially retained.
- 10) The responding township/city official and/or authorized individual shall allow such inspection between the hours of 9:00 AM and 5:00 PM, Monday through Friday, unless mutually agreed to by the responding township official/city and/or authorized individual and the requesting party.