

NORTHFIELD TOWNSHIP MICHIGAN

Northfield Township Assessor's Office Accessibility Policy required by MCL 211.10g(1)c

- Northfield Township Assessor's Office is located at 8350 Main Street, Whitmore Lake Michigan 48189.
- Northfield Township Assessor's Office business hours are Monday through Friday, 8:00am to 4:30pm, apart from Holidays and Emergency closures – The office closes from 1:00pm to 1:30pm daily for lunch.
- Inquiries may be submitted to the Township Assessor Thomas D. Monchak and staff by email at assessing@northfieldmi.gov or by phone at 734-449-2880. The estimated response time to inquiries is 7 business days or less.
- Requests for an in-person meeting with an Assessing Department employee may be arranged by calling 734-449-2880 or by email at assessing@northfieldmi.gov.
- Requests to view or copy records maintained by the Assessing Department may be made by calling 734-449-2880 or 734-449-2880 Ext.119 or by visiting the Assessor's Office in person. A staff member will assist with the request. In compliance with the Northfield Township Resolution NO. 14-509 for "Inspection of Public Records" Resolved March 11, 2014. Fees - document copies will be subject to the current fee schedule adopted by the Township Board. When a record is not immediately available a Freedom of Information Act request may be required.
- Policy to informally review and resolve property owner appeals prior to the March Board of Review. This policy shall remain in effect throughout the year.
 - The Assessor requests the owner or authorized representative to phone the Assessor's Office at 734-449-2880 or 734-449-2880 Ext.119 and speak to the office staff or Assessor and describe the error in the assessment record. When the Assessor determines the error may be corrected by the Board of Review without an in-person appearance by the property owner the Assessor or assessing office staff will inform the owner or authorized representative:
 - A) Of the determination and
 - B) The next steps available to the property owner and
 - C) The next meeting of the Board of Review at which the error may be corrected.

END

Adopted: March 11, 2022.

Revised: April 05, 2024.

Northfield Township Assessor
Thomas D. Monchak