

**HAYES TOWNSHIP, OTSEGO COUNTY
ASSESSMENT RECORDS ACCESS POLICY**

MARY SANDERS, SUPERVISOR/ASSESSOR
7200 HAYES TOWER RD
GAYLORD, mi 49735
989 732 4206
supervisor@hayestwpotsegomi.gov

The township assessor shall include the name, the phone number, and the email address information
On the annual assessment change notice
Posted on the Hayes Twp. Website and the annual newsletter
Posted on the bulletin board at the township hall

The estimated response to any inquiry is within 3 days, exceptions would be when out of town/vacation.
All messages left on the answering machine will be answered upon return in the order received and
within the 3 day timeframe. Other township officials would be notified of days away from the home
office.

An in-person meeting will be arranged with a mutually agreed time and place at the township hall or the
property owner's address. The arrangements will be communicated by phone or email or letter.

Requests for records will be completed within 3 business days and will be emailed or sent by US mail.
Hayes Township does have on-line assessing/tax information with BSA system.

A taxpayer may contact the assessor at anytime for any questions that need to be addressed. The phone
number is the home office. Calls are answered at any time of day or night.

Assessment change notice does state that any questions/concerns the taxpayer has can be addressed by
contacting the assessor by email, phone, or letter. The correct contact information is provided.