

# **TOWNSHIP OF BERGLAND**

Katie Carlson-Lynch, Assessor

311 N. Steel Street  
Ontonagon, MI 49953

906-884-6724  
assessor@berglandmi.gov

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## **Assessor's Office Accessibility Policy**

As required by MCL 211.10g(1)(c) from the General Property Tax Act 206 of 1893, the Township of Bergland must establish a policy regarding the way the Assessor can be contacted and the expected timeline for a response.

The Assessor is available for taxpayer correspondence via the following means:

- Phone: 906-884-6724
- Email: [assessor@berglandmi.gov](mailto:assessor@berglandmi.gov) or [onttwp@jamadots.com](mailto:onttwp@jamadots.com)
- USPS Address: Katie Carlson-Lynch  
Bergland Twp Assessor  
311 N. Steel Street  
Ontonagon, MI 49953

Once contacted, it is expected that the Assessor should return contact as soon as possible – not to exceed seven (7) business days. Should the taxpayer need or request an in-person meeting, it is also expected that the Assessor arranges to accommodate said request within a reasonable timeframe.

Requests by taxpayers for inspection/acquisition of records maintained by the Assessing Department may be made by calling the phone number listed above (and leaving a voicemail and missed calls alone will not be returned), or by emailing the Assessor at one of the emails listed above.

At any point during the year - especially leading up to the March Board of Review (MBOR) – taxpayers are encouraged to reach out to the Assessor for informational purposes or to discuss, and possibly resolve, and disputes prior to the MBOR appeal hearings.

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## **POLICY FOR REASONABLY ACCESSIBLE OFFICE**

The General Property Tax Act 206 of 1893 MCL 211.10g(1)(c) requires this policy to state:

- (i) Questions may be submitted to the contact information in the header of this document.
- (ii) Inquiries receive a response typically within two (2) business days, but do not exceed seven (7) business days.
- (iii) Taxpayers may contact the Assessor's office by phone, email, or USPS to arrange for an in-person appointment and response time is the same as above.
- (iv) Requests for inspection can be found under "Policy Regarding Inspection of Records" and response time is the same as listed above.
- (v) There are no formal procedures, for informal hearing/resolution before the March Board of Review meeting.