



Policy No. P15-03

**City of Coldwater
Policy for Public Inspection of Assessment Records**

The Michigan General Property Tax Act, MCL 211.10a, provides that all property assessment rolls and property appraisal cards shall be available for public inspection and copying during customary business hours. MCL 15.234 provides that no charge can be imposed for the inspection of public records; however, a reasonable charge may be made for copies of public records.

The City of Coldwater's policy for inspection and copying of assessment records is as follows:

Property assessment rolls and property record cards are available for inspection and copying during normal City Hall office hours – weekdays from 8:00 a.m. to 5:00 p.m.

Faxed or mailed copies of property record cards may be requested by contacting the Neighborhood Services Department by phone at 517.279.6929 or by fax at 517.279.0805; or

All other assessment records are available for inspection and copying during the Assessor's hours – weekdays from 8:00 a.m.-5:00 p.m., by phone at 517.279.6927, or by email at dsikorski@coldwater.org.

Any exempt information in any assessment record, such as social security number, will be deleted prior to providing a copy of that record for inspection or for copying.

Requests for excessive copies of assessment records may be subject to a charge based on the actual cost of providing the copies per MCL 15.234.

Personal property statements and confidential real property statements are not available for public inspection.

Approved by Coldwater City Council on 8/24/15