



Garfield Charter Township

Grand Traverse County

Assessing Department

Informal Review Policy

2022

The Charter Township of Garfield Assessing Department is open during the township's normal business hours: Monday through Thursday, from 7:30am until 6:00pm. Public access to property records within the township is available during these times. The office does not close for lunch.

Inquiries can be made by phone (231-941-1620), email (listed below) or in person. You can also request an appointment in the same manner.

- a. **RESIDENTIAL**
Appraiser II: Justin Bigbee, MAAO jbigbee@garfield-twp.com
Appraiser: Abby Simon, MCAT abbysimon@garfield-twp.com

- b. **COMMERCIAL/INDUSTRIAL**
Assessor: Amy L DeHaan, MMAO adehaan@garfield-twp.com

- c. **PERSONAL PROPERTY**
All assessing staff can help with questions about personal property.

Requests for review of your property by an appraiser or the assessor will be handled in the same manner as if you make a request to review documents. Should this request involve a visit to the property, we will work with you to schedule such a visit at a convenient time and date during normal business hours.

Informal Review Prior to the March Board of Review meetings:

Should you receive your annual Change of Assessment and Taxable Valuation Notice and feel the value is out of line, unreasonable or there must be some mistake - you are encouraged to call, email or stop in to talk to assessing staff. We will make every effort to ensure your record card is correct by thoroughly reviewing it with you and sharing the information and methods we used to make the value determination. If you have evidence to share with us that supports your position, it is always helpful to bring that for our review as well.

If an error exists that affects the value, it may be possible to make the correction without an appeal to the March Board of Review – just don't wait until the appeals begin or you will need to make an appointment and file an appeal.