HUMBOLDT TOWNSHIP
ASSESSING DEPARTMENT
Accessibility Policy Pursuant to PA 660 of 2018 & Copying of Assessing Records

Subject to state tax commission guidelines the local unit is required to publish a policy under which its assessor's office is reasonably accessible to taxpayers.

The Township of Humboldt Assessor's Office published policy is as follows:

I. *A designation, by name, telephone number, and electronic mail address, of at least 1 official or employee in the assessor's office to whom taxpayer inquiries may be submitted directly by telephone or electronic mail.*

Assessor of Record: Dylan Jurasin, MCAO
Telephone Number: (906) 361-6787
Electronic Mail Address: humboldtassessor@gmail.com

*Additionally, all Humboldt Township Assessor's Office employee contact information is provided on the Township website at https://www.humboldt.town/

II. *An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days:*

The Humboldt Township Assessor's Office estimates a response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days from the date of inquiry.

III. *Information about how a taxpayer may arrange a meeting with an official or employee of the assessor's office for the purpose of discussing an inquiry in person:*

A taxpayer may arrange a meeting with the Assessor during normal business hours, Monday through Friday, between 8am and 5pm, for purposes of discussing an inquiry in person. Meetings need to be scheduled in advance by calling the Assessor at (906) 361-6787 or email: humboldtassessor@gmail.com. As the Township does not have the Assessor hold scheduled office hours. Township officials hold scheduled office hours Monday through Wednesday from 8:30am to 2:30pm.

IV. *Information about how requests for inspection or production of records maintained by the assessor's office should be made by a taxpayer and how those requests will be handled by the assessor's office.*

A taxpayer may contact the Humboldt Townshp Assessor (Dylan Jurasin) during normal business hours, Monday through Friday, between 8am and 5pm, to request a property inspection or retrieve records maintained by the Assessor's Office. (906) 361-6787 or email: humboldtassessor@gmail.com

Inspection requests will be scheduled during normal business hours, Monday through Friday between 8am and 5pm, as determined and agreed upon between the taxpayer and the Assessor.

Records maintained by the assessor's office will be provided to the taxpayer by contacting the Humboldt Township Assessor during normal business hours, Monday through Friday between 8am and 5pm, by mail, or by electronic mail, as determined and agreed upon between the taxpayer and the Assessor.

V. *Information about any process that the assessor's office may have to informally hear and resolve disputes brought by taxpayers before the March meeting of the board of review*:

Taxpayers may contact the Township's Assessor's Office at any time to informally question their assessment and/or request an inspection/review of data. The Assessor has no jurisdiction to change an assessment for the current year. Any changes after Tax Day (December 31st of the prior year) must be made by the Board of Review before their last scheduled meeting in March.

POLICY DECLARED ADOPTED BY THE HUMBOLDT TOWNSHIP BOARD FEBRUARY 10th, 2025.