

MANLIUS TOWNSHIP
PUBLIC INSPECTION OF RECORDS POLICY
Assessor's Office
3134 57th St
Fennville, MI 49408

In accordance with PA 660 of 2018, the Township is required to have a published policy under which the Assessor's office is reasonably accessible to the public.

1. Requests for records will be accepted in person, in writing via email (assessor@manliustwp.org) or via telephone (269-561-8855). Said requests should be redirected to the Assessor for said public records. The Assessor will respond to an inquiry within seven (7) days to supply requested information or schedule a meeting.
2. The Township Hall is open Monday and Wednesday from 9 am – 4 pm for record inspections. These hours are posted on the Township website and at the Township Hall. Appointments can be made outside of published office hours for assessing information by contacting the Assessor by phone or in writing.
3. Any requests made pursuant to Michigan's Freedom of Information Act (FOIA) shall be made to the FOIA Coordinator (Township Clerk) in writing and shall be subject to the statutory requirements of FOIA.
4. A person shall be allowed to inspect public records during usual business hours, not less than four hours per day. The public does not have unlimited access to township offices or facilities, and a person may be required to inspect records at a specified counter or tables, and in view of a township personnel.
5. Informal disputes can be made by contacting the Assessor in person or in writing.
6. Assessing records shall not be removed from the location provided for inspection. A fee shall be charged for copies made to enable the public inspection of records, according to the Township's FOIA policy. General property and tax information is available free of charge at www.allegancounty.org.