

**CHARLTON TOWNSHIP**  
**Assessment Records Access Policy**  
**Policy # 2024-01**

**ASSESSOR CONTACT INFORMATION & POLICY REGARDING  
ACCESS TO ASSESSMENT RECORDS**

Assessor: Sally Nowak, MAAO R-6378  
Phone Number: 989-731-1920  
E-Mail: [nowak3191@hotmail.com](mailto:nowak3191@hotmail.com)

Mailing Address: Charlton Twp Assessor  
PO Box 367  
Johannesburg, MI 49751

Response Time: The assessor will respond to requests for information within 7 business days.

Office Hours: The assessor will hold regular office hours as needed.

In person meetings: The assessor will be available to meet in person. Contact the assessor to schedule a meeting time.

Questions/Disputes: Throughout the year and upon receipt of the annual Notice of Assessment, Taxable Valuation, and Property Classification, taxpayers with questions or concerns are encouraged to contact the assessor. The assessor will make reasonable efforts to hear taxpayer concerns, gather additional information if needed, take appropriate action in response, and convey the outcome to the taxpayer.

Inspection/Copy Requests: Requests to inspect and/or copy assessment records will be accepted and responded to within 5 business days.

Records Location: Assessing records are officially retained at the Charlton Township Office building at 10900 M 32 East, Johannesburg, MI 49751

Adopted at the regular Meeting on April 8, 2024

Signature   
George Pewinski, Clerk