



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546

Property Assessing Published Policy

In accordance with Public Act 660 of 2018, the Charter Township of Cascade Assessor's Office published policy is as follows MCL 211.10g(1)(c):

- (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: Jennifer Genter
Telephone Number: 616-949-6176
Electronic Mail Address: jgenter@cascadetwp.com or
Assessor@cascadetwp.com

Direct inquiries may also be made through email to the following:

- Deputy Assessor, Holly Benedict: hbenedict@cascadetwp.com
Residential Property
Personal Property
Property Transfers
General Assessment Questions
- Residential Appraiser, Shawn Holzhei: sholzhei@cascadetwp.com
Residential Property
Neighborhood Re-Appraisal
General Assessment Questions
- Assessing Technician, Chelsey Seif: cseif@cascadetwp.com
Principal Residence Exemptions

- (ii) *An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed seven business days.*

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

www.cascadetwp.com.

Assessing
949-6176

Building
949-3765

Building & Grounds
682-4836

Clerk
949-1508

Fire
949-1320

Manager
949-1500

Planning
949-0224

Treasurer
949-6944

- (iii) *Information about how a taxpayer may arrange an in-person meeting with an official or employee of the assessor's office for purposes of discussing an inquiry.*

A taxpayer may visit Cascade Charter Township Administration Building, located at 5920 Tahoe Dr. SE, Grand Rapids, MI 49546 during normal business hours, Monday through Thursday, between 7:00 am and 4:00 pm or Friday between 8:00 am and Noon (excluding holidays), for purposes of discussing an inquiry in person. Meetings may also be scheduled in advance by calling the Assessor's Office at 616-949-6176.

- (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 visit Cascade Charter Township Administration Building, located at 5920 Tahoe Dr. SE, Grand Rapids, MI 49546 during normal business hours, Monday through Thursday, between 7:00 am and 4:00 pm or Friday between 8:00 am and Noon (excluding holidays), to request a property inspection or retrieve records maintained by the assessor's office. Inspection and record requests may also be made by calling the assessor's office at 616-949-6176 or emailing staff through one electronic mail addresses provided in section (i).

Inspection requests will be scheduled during normal business hours, Monday through Thursday between the hours of 8:00am and 3:00pm, as determined and agreed upon between the taxpayer and an employee of the assessing department.

Records maintained by the assessor's office will be provided to the taxpayer by visiting the Cascade Charter Township Administration Building during normal business hours, Monday through Thursday, between 7:00 am and 4:00 pm or Friday between 8:00 am and Noon (excluding holidays), by mail, or by electronic mail, as determined and agreed upon between the taxpayer and an employee of the assessing department. Please note; copy charges may apply. Residents may receive one copy, per year of their own record card at no charge.

Property details may also be found online, 24 hours a day at no cost by clicking the Property/Parcel Lookup search link at www.cascadetwp.com

- (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 have their assessment reviewed by the Township Assessor's Office after receiving their current year assessment change notice during normal business hours, Monday through Thursday, between 7:00 am and 4:00 pm or Friday between 8:00 am and Noon (excluding holidays), to informally hear and resolve disputes prior to the current year's March meeting of the Board of Review.

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