

## Policy for Taxpayer Access to Assessor's Office


The Township and its employees are here to serve the Public and be as transparent as possible. The Assessors office is accessible to any taxpayer that needs information concerning their assessment. The following are ways to contact the Assessor or his Deputy.

1. Taxpayer inquiries regarding assessing questions, assessment changes, exemption determinations, or to talk to the Assessor prior to March Board of Review may contact the following:

Marengo Township's Assessor: Daniel Slone  
To contact the Assessor's office by phone: 269-781-8422  
To contact the Assessor's Office by email: [Townshipemail@yahoo.com](mailto:Townshipemail@yahoo.com)  
Website: [marengomi.gov](http://marengomi.gov)

2. The Assessor will attempt to answer your request immediately but it can take up to 7 days.
3. If you need to meet in person: you can email or call the Assessor's office. In person Appointments are usually made on Mondays.
4. If you need to inspect a physical record card or copy physical information from the Township Record file: Please call the office, or email the Assessor about the specific request. You will get a response as quickly as possible. You will be able to physically inspect or copy information within 7 days of the request.
5. If you would like an informal meeting with the Assessor to resolve an issue prior to the March Board of Review: Please call the office for an appointment, or email that request.
  - i. Taxpayers can meet with the Assessor at any time all year long to discuss their assessment.
  - ii. Once notices are mailed, you have a limited time window, you should call as soon as you receive the notice in order to get your issue resolved prior to the March Board of Review.

The above Policy for Taxpayer Access, was adopted at the October 26, 2021, regular meeting of the Marengo Township Board, effective immediately.

 10/26/2021  
David L Fountain, Supervisor      Date