



## PAVILION TOWNSHIP

Phone: 269-327-0462 • Fax: 269-327-0098.

E-mail Address: pavtwp@aol.com.

### Policy and Procedure

### Assessor Inquiries and Meeting Requests

Assessor Brian Story

Office Phone: 269-327-0462

Cell Phone: 269-266-2424

Email: [brianvstory@yahoo.com](mailto:brianvstory@yahoo.com)

Regular Office Hours: Monday & Wednesday 9:00 am- 4:00 pm

#### Requests to speak/meet with the Assessor:

- Requests for information can be made via office phone, cell phone, email or in person during the posted office hours above.
- Voicemail and Email messages will be returned promptly, if possible, but no longer than 7 business days given normal circumstance.
- Requests to meet in person with the assessor can be scheduled or walk-in during the regular office hours posted above.

#### Requests to inspect/copy assessing records:

- Assessing Records are available for inspection/copying during normal Township Hall business hours. It is recommended to make this request during the Assessor's office hours, for additional assistance.
- Refer to the separate Policy for Public Inspection and Copying of Records for more detailed information.

#### Requests for informal meeting prior to March Board of Review:

- Assessment Notices are mailed to taxpayers mid to late February. The Assessor has jurisdiction over the valuations up to the first Monday in March.
- It is highly recommended, though not required to speak with the Assessor regarding questions/disputes regarding valuations prior to protesting to the March Board of Review.
- The assessor can be reached at the Township Hall in person (above posted hours) or via the phone numbers and email above.