

MENOMINEE TOWNSHIP
Office of Township Supervisor
N2283 O-1 Drive
Menominee, Michigan 49858

November 20th, 2018

Dear Property Owner,

Michigan townships and cities are charged with ensuring that all property within its jurisdiction is assessed fairly and equitably. In order to do so, exterior inspections are conducted on all properties at least once every five years. Inspections are conducted following a sale; when a building permit is issued and for all other properties on a regular cycle.

The physical inspection of a property is designed to be a simple verification of the existing data that we already have on record for your property. During the inspection, the data gatherer from the assessor's office measures the exterior of each structure on your property, records the information, and takes an updated photograph. If you are present at the time of the inspection, the data gatherer may ask you a few simple questions regarding your property. Generally, the questions are informational in nature such as: Do you know in which year your house was built? How many bathrooms or bedrooms do you have? What kind of heating system do you utilize? The answers to these basic questions will help us determine what other properties in the jurisdiction are comparable to your own for the purpose of constitutionally required sales studies. It is important to note that a visit from us will not result in an automatic change in the dollar amount you pay for property taxes. Our presence at your property is only to verify the accuracy of our data, and to answer any questions that you may have.

Our data gatherers have photo ID badges, should you wish to confirm their identities at any point and at no time will a data gatherer request to enter your home or other buildings on your property. Although it would be ideal to be able to inform all property owners of the exact date and time of an exterior inspection, it is not possible. The data gatherer will leave a notice on the door informing the property owner that we had been to the property and whether or not additional information is needed by our office.

We look forward to working with the property owners of our township to produce the accuracy and equity in assessing that we strive for.

If you have any questions, please feel free to contact our Township Assessor, Jill Schwanz, MMAO with Great Lakes Valuation. Visit or call her at the township hall on Mondays or Tuesday between 4pm and 7pm. The hall phone number is (906) 863-9410.

Respectfully:



Kenneth Goffin
Menominee Township Supervisor