

# HARTFORD TOWNSHIP

## POLICY AND PROCEDURE UNDER WHICH THE ASSESSOR'S OFFICE IS ACCESSIBLE TO TAX PAYERS:

- a) Assessor William J. Kays, 269 621-3604, Email [kayswj@gmail.com](mailto:kayswj@gmail.com),  
All inquiries may be made by telephone or electronic mail.
- b) Response time for submitted taxpayer inquiries, not to exceed of 7 business days.
- c) The Assessor is available for in office appointments. Taxpayer may arrange an in-person meeting within 7 business days by telephone or electronic mail. Call 269 621-3604.
- d) Inspection or production of records may be made by telephone or electronic mail.
- e) Taxpayer may arrange an in-person meeting by telephone or electronic mail to informally hear or resolve disputes before the March Board of Review.
- f) All Assessing services, parcel information, land value studies and documentation and economic condition factors on line.

Adopted: 1-12-2023