

Skandia Township's Assessment Records Inspection Policy

It shall be the policy of Skandia Township to provide assessment record information and copying of assessment records as these are public records with the exception of personal property statements.

The process to obtain information or copying of assessment records shall be as follows:

1. All phone calls or mail will be forwarded to the Township Assessor for his/her response.
2. Assessor is expected to respond to mail and phone call requests in a timely manner. Usually within 48 hours of receiving the phone call or email.
3. Copies of assessment record cards and/or other assessment related materials shall be provided in a timely manner as well (Usually within 30 hours of receiving the request).
4. Assessor's office hours for requesting public assessment records shall be 9am to 5pm, Monday thru Friday.
5. Office hours are Friday, 9am-2pm at 224 Kreiger Drive, Skandia, Michigan 49885. Copies of assessment cards can also be done at the Office during these hours.
6. Property Owners contact the Assessor prior to the Board of Review meetings to discuss their tentative assessment and taxable values.

Assessor contact information:

Mark Maki
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Trenary, Michigan 49891
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