

**BUEL TOWNSHIP ASSESSING OFFICE POLICY & PROCEDURES FOR  
TAXPAYER ACCESSIBILITY TO ASSESSOR'S OFFICE &  
PUBLIC INPSECTION AND COPYING OF ASSESSING RECORDS**

BUEL TOWNSHIP ASSESSING OFFICE  
960 APSEY RD  
PECK, MI 48466

***TAXPAYER ACCESSIBILITY TO ASSESSOR'S OFFICE***

The Buel Township Assessing Office is open for business Monday through Friday 9am-5pm, by appointment.

The Buel Township Assessor may be contacted during normal business hours or by appointment for an in-person meeting at the Buel Township Hall.

The Buel Township Assessing Office can be reached by mail or the following methods for taxpayer inquiries and/or discussion:

- Assessor Shelly Baumeister – phone # 810-378-5776 – email [sbaumeister@hotmail.com](mailto:sbaumeister@hotmail.com)

Estimated response time for any direct inquiry with the Assessor will not exceed 7 business days.

Record Cards requested from the Assessor's Office can be obtained by email, USPS, or taxpayer may arrange personal pick up at the Buel Township Hall.

If a taxpayer wishes to have an informal meeting to discuss any assessment questions prior to the March Board of Review Meetings, they may do so by contacting the Assessor (Shelly Baumeister) by email ([sbaumeister@hotmail.com](mailto:sbaumeister@hotmail.com)) or phone call (810)378-5776. Either an in-person meeting or telephonic meeting can be arranged, depending on the severity of the issue at hand and the individual taxpayer's request.

***PUBLIC INPSECTION AND COPYING OF ASSESSING RECORDS***

Buel Township Assessing information is available 24/7 through GIS at [www.sanilacounty.net](http://www.sanilacounty.net) or through the Buel Township Office during normal business hours.

Requests for public inspection and copying of assessing records may be made by telephone, email, or USPS.

For properties other than the taxpayer's properties, said requests may be directed to the FOIA coordinator, Township Clerk, responsible for said assessing records.

Any request made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.