

**SYLVAN TOWNSHIP
ASSESSING DEPARTMENT
18027 Old US 12
Chelsea, MI 48118**

POLICY FOR INSPECTION OF PUBLIC ASSESSING RECORDS

Sylvan Township Assessing record card information is available through the Sylvan Township website at: <https://sylvantownshipmi.gov>

Requests for documents can also be made directly to the Assessing Department via email and telephone. Please allow up to 7 business days for information requests to be fulfilled. Depending on the scope of the request, a FOIA request may be required.

In person inquiries may be made during normal business hours. If you wish to make an appointment to view records, please contact the Assessing Department at the number below. Assessing Department hours are Monday through Thursday from 9:00 am until 12:00 pm except government holidays, vacations, illness or any other unforeseen circumstances.

Fees for Copies: There is no fee to obtain copies of record cards in the township office. All other documents, depending on the scope, may be subject to FOIA fees as determined by the Township Board.

FOIA: Custom reports, exports or other extensive document requests may be referred to the Township Clerk to complete a Freedom of Information Act (FOIA) request form, along with the proper fee requirements for processing.

If a clerical error or mutual mistake of fact is determined prior to the adjournment of the March Board of Review, the Assessor may request the Board of Review to amend the valuation.

Catherine Scull, MAAO
Sylvan Township Assessor

Email: assessor@sylvantownshipmi.gov
Phone: 734-475-8890 *111
Fax: 734-475-8905