City Troy Assessing Office Accessibility to Taxpayers Policy

Taxpayer inquiries may be submitted directly by telephone or electronic mail to:

Name:	**Kelly M. Timm, City Assessor**
Telephone Number:	**248.524.3311**
Electronic Mail Address:	**CityAssessor@troymi.gov**

Taxpayer inquiries via electronic mail or telephone will be responded to within 3 business days.

Taxpayers may arrange for an in-person meeting with the City Assessor or an employee of the Assessor's Office for purposes of discussing an inquiry by electronic mail at, CityAssessor@troymi.gov or by calling 248.524-3311.

All property assessment rolls and property appraisal cards are available for inspection and copying during the customary business hours, Monday-Friday 8:00am-4:30pm.

Michigan's Freedom of Information Act (FOIA), MCL 15.231, provides that certain persons can receive copies or make inspections of most public records of public bodies upon written request. The person must sufficiently describe the records they are requesting. The public body may charge a fee to cover the cost of complying with a person's FOIA request. Only existing, non-exempt public records can be provided under the Freedom of Information ACT (FOIA).

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City may be submitted on the City's FOIA Request Form, in any other form of writing (letter, fax, email, etc.). No specific form is required to submit a written request, however, a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the City's website at http://troymi.gov or at the City Clerk's Office.

- **Written requests may be delivered to the City Hall in person or by mail: FOIA Coordinator, 500 W Big Beaver Rd, Troy, MI 48084**
- **Requests may be faxed to: (248) 524-1770. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.**
- **Requests may be emailed to: clerks@troymi.gov. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.**

Each year in mid-February, Assessment Notices are mailed to every property owner in the City. If you would like to discuss your property's value or classification of assessment before the March meeting of the Board of Review, please contact the Assessor using the information above.