



# DEXTER TOWNSHIP

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## POLICY FOR INSPECTION OF PUBLIC ASSESSING RECORDS

Dexter Township Assessing record card information is available at <https://www.dextertownship.org/assessing> then proceed to click on “Assessing Data & Online Payments

Requests for documents can also be made directly to the Assessing Department via email, telephone, or fax. Please allow up to 7 business days for information requests to be fulfilled. Depending on the scope of 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 review records, please contact the Assessing Department. Assessing Department hours are Wednesday 9:00 am to 4:00 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. Homeowners may also obtain a free copy of their record card online by creating an account at <https://ashtownship.org/ash-township-assessor/> Property tax lookup. All other documents, depending on the scope, may be subject the 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.

Chris Renius, MAAO  
Dexter Township Assessor

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