

**CHESTER TOWNSHIP**  
**Assessment Records Access Policy**  
Policy Number 4924-1

**ASSESSOR CONTACT INFORMATION & POLICY REGARDING  
ACCESS TO ASSESSMENT RECORDS**

**Assessor:** Sally Nowak, MAAO R-6378

**Phone Number:** 989-732-5886

**Email:** [nowak3191@hotmail.com](mailto:nowak3191@hotmail.com)

**Mailing Address:** Chester Twp Assessor  
1737 Big Lake Rd  
Gaylord, MI 49735

**Response Time:** The assessor will respond to requests for information within 7 business days.

**Office hours:** The assessor will hold office hours as needed.

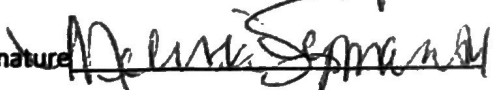
**In person meetings:** The assessor will be available to meet in person. Contact the assessor to schedule a meeting time.

**Questions/Disputes:** Throughout the year and upon receipt of the annual Notice of Assessment, Taxable Valuation, and Property Classification, taxpayers with questions or concerns are encouraged to contact the assessor. The assessor will make reasonable efforts to hear taxpayer concerns, gather additional information if needed, take appropriate action in response, and convey the outcome to the taxpayer.

**Inspection/Copy Requests:** Requests to inspect and/or copy assessment records will be accepted and responded to within 7 business days.

**Records Location:** Assessing Records are officially retained at the Chester Township Hall located at 1737 Big Lake Rd, Gaylord, MI 49735

Adopted at regular meeting on April 9, 2021

Signature:  Township Clerk