

## **Hancock Township's Assessment Records Public Inspection Policy**

It shall be the policy of the Hancock Township Board to provide assessment record information and copying of assessment records as these are public records except for personal property statements, which are confidential.

### **The process to obtain information or copying of assessment records shall be as follows:**

1. All phone calls and or mail or e-mails received will be forwarded to the Township Assessor for his/her response.
2. Assessor is expected to respond to mail received , phone calls, and or e-mail requests in a timely manner. Usually within 24 hours of receiving the mail, phone call or e-mail.
3. Copies of assessment record cards and or other assessment related materials shall be provided in a timely manner as well.( Usually within 24 hours of receiving the request).
4. Assessor's hours for requesting public assessment records shall be Monday – Friday 9 a.m.-5 p.m.

Hancock Township Assessor contact information is :

**Mark Maki**  
**PO Box 261**  
**Trenary, Michigan 49891**

**Phone # 1-906-446-3335**  
**e-mail- address - jojozimmy @ aol.com**

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