

**GREENLEAF TOWNSHIP ASSESSING OFFICE POLICY & PROCEDURES FOR  
TAXPAYER ACCESSIBILITY TO ASSESSOR'S OFFICE &  
PUBLIC INSPECTION AND COPYING OF ASSESSING RECORDS**

**GREENLEAF TOWNSHIP ASSESSING OFFICE  
6435 Bay City Forestville Road  
Cass City, MI 48726**

***TAXPAYER ACCESSIBILITY TO ASSESSOR'S OFFICE***

The Greenleaf Township Assessor, Connie Lipka, is available on Mondays 9:00am – 4:00pm.

The Greenleaf Township Assessor may be contacted by telephone or electronic mail during previously stated time or by appointment for an in person meeting at the Greenleaf Township Hall.

The Greenleaf Township Assessor can be reached by the following methods:

- Phone: # 810-614-8445
- Email: [assessor511@gmail.com](mailto:assessor511@gmail.com)
- USPS: Greenleaf Township Assessor, P.O. Box 277, Marlette, MI 48453

Estimated response time for any direct inquiry with the Assessor will not exceed 7 business days.

Record Cards requested from the Assessor's Office can be obtained online, by email, USPS, or taxpayer may arrange personal pick up at the Greenleaf Township Hall.

If a taxpayer wishes to have an informal meeting to discuss any assessment questions prior to the March Board of Review Meetings, they may do so by contacting the Assessor by email or phone call. Either an in-person meeting or telephonic meeting can be arranged depending on the severity of the issue at hand and the individual taxpayer's request.

***PUBLIC INSPECTION AND COPYING OF ASSESSING RECORDS***

Greenleaf Township Assessing information is available by contacting the Assessor as stated above during normal business hours. A link to Sanilac County GIS is also available on the Greenleaf Township Website [www.greenleaftownship.org](http://www.greenleaftownship.org)

Requests for public inspection and copying of assessing records may be made by telephone, email, or USPS.

For properties other than the taxpayer's properties, said requests may be directed to the FOIA coordinator, Township Clerk.

Any request made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.