

**Soo Township**  
**Assessor Accessibility to Taxpayers Policy**

In accordance with The General Property Tax Action, Act 206 of 1893, MCL 211.10g(c) which states that the Office of the Assessor is to be reasonably accessible to taxpayers, the Soo Township Board has adopted this policy to comply with this requirement. This policy includes:

1. All taxpayers may make inquiries to the township's assessor using the email address or telephone number.

**Pamela Chipman – Assessor**  
**PO Box 1284**  
**Sault Sainte Marie, MI 49783**  
**sootwp.assessor@gmail.com**  
**Phone: 906.440.2799**

**Business Hours for Assessor**  
Monday through Thursday  
10am to 4pm

2. A response time of 1 business day is generally expected. On occasion a response time up to 7 days may be used, as permitted by the statute.
3. A taxpayer may arrange a meeting with the assessor by using the contact information provided above .
4. Information regarding requests for inspections or production of records maintained by the office of the assessor and how the assessor will handle any request should be made to the assessor via the contact information provided above. *See policy on website.*
5. Limited property Record Card information is available to the public, at any time, on *BS&A Online Services*. Information is accessed using the following link:  
**<https://bsaonline.com/?uid=1055>**. The link is also posted on the Township website.
6. A taxpayer may contact the assessor during regular business hours to informally question their assessment and/or request inspection/review at the contact information provided above.

**CERTIFICATION**

I HEREBY CERTIFY that the foregoing policy is a true and exact copy of a policy adopted by the Soo Township Board at its regular meeting held on Dec 13,2023.

Allen D. Walther

Soo Township Clerk