



## Office of the Assessor

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### **WARREN ASSESSING DEPARTMENT'S PUBLIC RECORD INSPECTION AND COPYING PROCEDURE**

#### **Availability during customary business hours:**

The City of Warren's Assessing Department is accessible to the public for inspection and copying of public records during customary business hours. The Assessing Department, located on the third floor of City Hall, is open to the public Monday through Friday from 8:30 a.m. to 5:00 p.m., except government holidays. The Assessing staff includes fourteen full-time employees, including three support staffers, nine Appraisers, a Deputy City Assessor, and a City Assessor. During these hours, the Assessing Department staff is available to take requests to inspect or copy public records.

#### **Request to inspect property appraisal cards or property assessment rolls in writing or in person:**

The property appraisal cards are digitized and integrated with BS&A software (which is used for property assessment and tax administration). The Assessing Department's front counter has two computers accessible by the public to inspect property appraisal cards. The Assessing Department counter also has employee computers to help members of the public inspect appraisal cards. Finally, the Department keeps hard copies of the property appraisal cards in the office.

The Assessing Department keeps the current year assessing roll and approximately 20 years of past assessing rolls in its office for inspection.

The Assessing Department timely responds to any written requests to inspect assessing public records by informing the requester of the front counter location and hours of operation.

#### **Request for copies of property appraisal cards, property assessment rolls, or other assessing public records in person:**

Assessing Department staff will copy property appraisal cards, property assessment rolls, and other assessing public records for members of the public that request such information at the front counter.

#### **Request for copies of property appraisal cards, property assessment rolls, or other assessing public records in writing:**

Assessing Department staff timely responds to members of the public that submit written (by email, mail, fax, etc.) requests for copies of property appraisal cards, property assessment rolls, and other assessing public records by informing them of any fees associated with the requests. The staff also indicates that the information is also available for free online or to inspect in person. Once the Department receives the fee from the requester, the staff sends out the information in the requester's preferred format.

Members of the public can also request custom assessing data reports and assessing maps on an Order Form for Assessing Data or Order Form for Assessing Maps. Custom reports are available in hard copy or in an excel format on a computer disk.

**Fees for copies:**

With the exception of homeowners seeking a copy of their own property appraisal card, the Assessing Department charges copying fees in the following amounts: \$0.10 per page for letter and legal sized pages; \$1.00 per page for 11" x 17" and 18" x 24" sized pages; \$2.00 per page for 24" x 36" and 36" x 48" sized pages. DVDs or CDs are \$20.00 each. These fees correspond to the City of Warren's Freedom of Information Act (FOIA) Fee Schedule. These fees have been specifically calculated to conform to the FOIA fee requirements and have been adopted by City Council. The City last amended this fee schedule on July 1, 2015 to comply with the July 2015 changes to the FOIA law.

**FOIA:**

On rare occasions when the public document request is extensive, the Assessing Department asks the requester to complete a Request for Public Record Form.