

# *Fairfield Township*

*1023 Pine St.*

*Jasper, MI 49248*

*Phone: (517) 436-6400*

*TDD 711*

*Fax: (517) 436-6399*

## **POLICY FOR INSPECTION OF PUBLIC ASSESSING RECORDS**

Fairfield Township Assessing record card information is available at

<https://bsaonline.com/?uid=1402>

Requests for documents can also be made directly to the Assessing Department via email or telephone. Please allow up to 7 business days for information requests to be fulfilled. Depending on the scope of request, a FOIA request may be required.

In person inquiries may be made during normal business hours with an appointment. If you wish to make an appointment to review records, please contact the Assessing Department at the phone number or email listed below. Assessing will accommodate appointments as needed except government holidays, vacations, illness, or any other unforeseen circumstances.

**Fees for copies:** There is no fee to obtain copies of record cards in the township office or via email. Homeowners may also obtain a free copy of their record card online by creating an account at <https://bsaonline.com/?uid=1402>. All other documents, depending on the scope, may be subject the FOIA fees as determined by the Township Board.

**FOIA:** Custom Reports, exports or other extensive document requests may be referred to the Township Clerk to complete a Freedom of Information Act (FOIA) request form, along with the proper fee requirements for processing.

If a clerical error or mutual mistake of fact is determined prior to the adjournment of the March Board of Review, the Assessor may request the Board of review to amend the valuation.

Chris Renius, MAAO, Fairfield Township Assessor

Email: [rassessing@gmail.com](mailto:rassessing@gmail.com)

Phone: 734-347-8109

*“Fairfield Township is an Equal Opportunity Employer and Provider”*

[www.fairfieldtownship.net](http://www.fairfieldtownship.net)

 [facebook.com/fairfieldtownship](https://facebook.com/fairfieldtownship)