

**POLICY & PROCEDURE FOR PUBLIC INSPECTION & COPYING OF PUBLIC ASSESSOR RECORDS**

**IN LIEU OF CUSTOMARY BUSINESS HOURS**

Request for public inspection and copying of public records may be made verbally and in writing. If the request is for inspection of public records, the assessor and /or authorized individual will respond within 7 business days from the date of the request. The establishment of the date and time of the public inspection of the requested records will be at the discretion of the assessor. Inspection can be made during regular business hours of 8:00 to 12:00 & 12:30 to 4:30 PM, Monday through Friday, excepting holidays. The designated place for the inspection is Grayling City Hall, located at 1020 City Boulevard in Grayling. Any verbal or email requests will be replied to no later than 7 business days. Taxpayers may contact the assessor with any questions regarding any change reflected on their assessment change notice in effort to resolve disputes prior to appeal to the March Board of Review.

**Property Search & Mapping** can be found at <https://www.crawfordco.org> online services.

**Property Record Card Information** can be found at <https://bsaonline.com/?uid=l084>

**For written requests:**

Christie Verlac, Grayling City Assessor, PO Box 549, Grayling, MI 49738

**For verbal requests:**

*Christie Verlac, Grayling City Assessor phone (989)348-2131*

**For email requests:**

[assessor@cityofgrayling.org](mailto:assessor@cityofgrayling.org)

**Assessing records are officially retained at:**

Grayling City Hall, 1020 City Blvd., Grayling, MI 49738