



## POLICY FOR INSPECTION OF ASSESSING PUBLIC RECORDS

City of Hudson Assessing data and taxes is available on the City of Hudson website, <https://www.ci.hudson.mi.us/> located under the resident's tab, click on Assessing, and then click the link below the online tax information to go to the BSA online services page. This link will allow you to see Assessing and Tax information.

Requests for documents can also be made directly to the Assessing Department via email, telephone, or fax. 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. If you wish to make an appointment to review records, please contact the Assessing Department or City staff. Assessing Department hours are every other Monday 9:00am to 12:00pm and every other Monday by email except government holidays, vacations, illness, or any other unforeseen circumstances.

**Fees for copies:** The Assessing Department charges \$3.00 per record card, BSA online also charges \$3.00 with the exception of no fee for homeowners who request a copy of their own property record. Homeowners may also obtain a free copy of their record card online by creating an account on our website located in the Assessing and tax page and clicking on the link located below the online tax information. All other documents are \$0.25 per page.

**FOIA:** Custom Reports or other extensive document requests may be referred to the City 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.

Assessors:

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