

**Gun Plain Charter Township
Assessor's Office
381 9th St.
Plainwell, MI 49080**

Assessor's Office Accessibility Policy

In order to ensure reasonable accessibility, Gun Plain Township is required to establish a policy regarding the way the Assessor can be contacted and the expected timeline regarding a response.

The Assessor is available for taxpayer correspondence via the following means:

- Office Hours on Wednesdays from 9 am – Noon at the Township Hall
 - 381 8th St. Plainwell, MI 49080
 - Office Phone 269-685-9471
 - Email hmittchell@gunplain.org
- Outside of Office Hours at the Township Hall:
 - Home Office Phone: 269-978-8274
 - Email: hmittchell0301@gmail.com or hmittchell@gunplain.org
- USPS address: Heather Mitchell
381 8th St
Plainwell, MI 49080

Once contacted, it is the expectation that the Assessor return the contact as soon as possible – not to exceed seven (7) business days. Should the taxpayer need or request an in-person meeting, it is also expected that the Assessor arrange to accommodate said request within a reasonable timeframe.

Requests to inspect or acquire records can also be directed to the previously listed avenues or record cards are available at the following web address and are free to the owner of record:

- Record cards available at: www.gunplain.org

At any point during the year – leading up to the March Board of Review (MBOR) particularly – taxpayers are encouraged to reach out to the Assessor for informational purposes or to discuss, and perhaps resolve, any disputes prior to the MBOR appeal hearings.