

POLICY AND PROCEDURE FOR ASSESSOR INQUIRIES AND MEETINGS

Malinda A Cole-Crocker, MAAO
PH: 269-695-3844 EXT 18
Email: MCOLE@CityofBuchanan.com

1. Requests or inquiries to the City of Buchanan Assessor can be made via phone or email at the above contact information or in-person during City business hours; Monday – Thursday from 9 a.m. to 4 p.m. and Friday from 9 a.m. to 1:00 p.m.
2. Requests made to the City of Buchanan Assessor via email or by phone will be returned within 7 business days of request. (If the assessing staff is on vacation responses may be delayed but will be returned within 7 business days)
3. In-person meetings with the City of Buchanan Assessor can be requested via phone, email or in person. The meeting will be scheduled within 7 business days of the request or on a date that is mutually agreed upon between the assessor and requesting party.
4. Requests for assessing records should reference The City of Buchanan's published policy for the Public Inspection and Copying of Public Records.
5. The following is the procedure for the informal hearing and resolution of property disputes prior to the March Board of Review.
 - a. Requests to meet with the assessor regarding property valuation questions or property disputes can be made via email, phone, or in-person after the mailing of assessment notices (usually February 20th) until the first Monday in March.
 - b. Email, phone or in-person requests for property dispute meetings will be returned within 3 business days and informal meetings will be scheduled prior to the first Monday in March.
 - c. Property disputes that cannot be resolved through the informal meeting will be scheduled for the March Board of Review as requested by the Petitioner.