



Roscommon Township
8555 Knapp Road
Houghton Lake, MI 48629
Phone (989) 422-4116
Fax (989) 422-6145
www.roscommontownship.com

May 2020

Dear Property Owner:

Roscommon Township Assessing Department is charged with ensuring that all property within the jurisdiction is assessed fairly and equitably. In order to do so, physical, exterior inspections of a selection of parcels will be performed throughout the year.ⁱ The physical inspection of a parcel is designed to be a simple verification of the existing data that we already have on record for your property.

For 2020, Property Owners that have obtained permits from Roscommon Township or Houghton Lake Building Agency will be notified of date the Assessing Team (consisting of 1 or 2 people) will be on site for inspections in order to comply with Executive Order No. 2020-70 subject to social -distancing rules as per 11(h) of said order.

Some additional information regarding Roscommon Township Field Inspections:

- **AT NO POINT** will any of our appraisers ask to enter your home or other buildings on your property.
- A field inspection does not automatically change the amount you pay for taxes.

Please do not hesitate to contact Roscommon Township Assessing Office if you have **any** questions regarding your property's assessment. Roscommon Township is open M-F 8:30 – 4:30. Phone: 989-422-4116 or email: supervisor@roscommontownship.com.

Sincerely,

Diane F. Randall,
Supervisor/Assessor

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"As a guideline, the State Tax Commission recommends that assessors inspect 20% of properties in their local unit annually. Of primary importance is that assessors have a documented inspection plan that provides for consistent review of all properties within the local unit over a specified period of time. Inspection (record card review) is defined as a physical measuring and listing of all properties elements, including but not limited to class of construction, square footage, listing of improvements (garages, decks, porches, etc.) while an interior inspection of a property is desired, it is not mandated by the State Tax Commission. With approval from the property owner, it is appropriate for assessors to ask questions regarding the interior of their property to ensure accurate assessments. Accurate assessments, including accurate record cards are always to the benefit of the property owner. Assessors are frequently asked to provide record card information to assist in a property owner obtaining a mortgage or to assist in public safety issues."

*Bulletin No. 2 of 2014 – Michigan State Tax Commission