

City of Reading

POLICY FOR INSPECTION OF PUBLIC ASSESSING RECORDS

City of Reading Assessing record card information is available at <https://bsaonline.com/?uid=1223>

Requests for documents: Can be made directly to the Assessing Department via email or telephone. Please allow up to 7 business days for information requests to be fulfilled. Depending on the scope of the request, a FOIA request through the City Clerk may be required.

If you wish to make an in-person appointment to review records, please contact the Assessing Department at the email or phone number listed below to schedule an appointment.

Informal Review: Please contact the Assessing Department Contact below to arrange an informal review of your property parcel records and/or to address any valuation disputes. Upon the informal review, if taxpayer is not satisfied with the determination of the Assessor prior to the March Board of Review, the taxpayer shall make a formal appeal to the March Board of Review. Instructions and dates/times are in the Notice of Assessment sent in mid-February of each year no later than two weeks prior to the March Board of Review.

Fees for copies: There is no fee to obtain copies of record cards via email. Homeowners may also obtain a free copy of their record card online by going to: <https://bsaonline.com/?uid=1223>. All property records are available online free of charge. All other documents, depending on the scope, may be subject to the FOIA fees as determined by the City Board.

FOIA: Custom Reports, exports 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.

ASSESSING DEPARTMENT CONTACT:

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