

**Assessor Accessibility to Taxpayer**  
**&**  
**Public Inspection of Record Cards**

City/Township Assessor Contact Information

Caitlin Zemla

989-292-1906

[boundaryassessing@gmail.com](mailto:boundaryassessing@gmail.com)

If you are unable to make direct contact with the assessor, please leave a detailed voicemail or send a detailed email and the assessor will respond to you as soon as possible; response time will be less than 7 business days. Please note that as an assessor, many days are out in the field and not in an office/in front of a computer to locate detailed information.

To arrange a zoom or in person meeting with the assessor, please contact the assessor directly by email or phone to make an appointment.

Requests for inspection of property should be requested directly through the assessor by email or phone.

The most accurate record cards are held by the current assessor and can be requested by contacting the assessor directly by email or phone. All property assessment rolls, and property appraisal cards are available for inspection during business hours. Furthermore, record cards can be viewed online at [www.BSAonline.com](http://www.BSAonline.com). Depending on the information and time of year, information may either be located at the City Office or is held by the assessor. When requesting information, for the quickest response, please email the assessor directly. Received requests are addressed within 5 business days. If further detailed information is requested, a FOIA may be requested.

In the event that a taxpayer/property owner has concerns or a dispute about their assessment, please do not hesitate to contact the assessor's office. As March is the formal process to hear any valuation disputes; the assessor is available to assist, and/or research any issues throughout the entire year. If an unresolved dispute persists, the assessor, to the best of their knowledge, will inform the taxpayer/property owner of other formal avenues (i.e. Board of Review, Michigan Tax Tribunal, State Tax Commission) to have the issue heard.