

## **Township of Penn**

The Assessing office requires an appointment if you would like to meet in person. To make an appointment, request an inspection of your property, or to request any records maintained by the Assessor's office please call or email using the contact information provided below. We have adopted the attached policy by the Department of Treasury for inspection or review of public records. Responses will be given in the order they are received. Typical response time will be within 48 hours, in the event we are not available within 48 hours, responses will not be longer than 7 days. FOIA requests shall follow the Township of Penn FOIA guidelines and policies as posted on the Township's website. [www.penntwpmi.org](http://www.penntwpmi.org). Each year assessment notices are sent to every property within the Township. If you would like to discuss your property's Class, Value of Assessment, or Qualified Agricultural Exemption prior to the March Board of Review, please contact us using the information below. Thank you and have a great day.

Don Jollay MCAO  
Penn Township Assessor  
815-546-8288  
[Pennassessor@gmail.com](mailto:Pennassessor@gmail.com)