

**POLICY & PROCEDURE FOR PUBLIC  
INSPECTION & COPYING OF PUBLIC  
ASSESSOR RECORDS IN LIEU OF CUSTOMARY  
BUSINESS HOURS**

Requests for public inspection and copying of public records may be made verbally and in writing.

If the request is for inspection of public records, the responding township official and/or authorized individual shall respond within 5 business days from the date of the request.

The establishment of the date and time of the public inspection of the requested public records shall be at the discretion of the responding official. The responding unit official shall allow for inspection between the usual business hours of 9:AM and 5:00 PM, Monday through Friday unless a holiday, and unless mutually agreed to by the responding official and the requesting party. The place designated for the requested inspection shall be at the Township hall or the location of where said public records are officially retained if the location is not the Township hall.

Norwood Township Assessor:

For Written Requests:                      Robert Englebrecht,  
Norwood Twp Assessor  
PO Box 871  
Bellaire, MI 49615

For Verbal Requests:                      Robert Englebrecht  
Norwood Twp Assessor  
Phone: (231) 883-4141

For E-Mail Requests:                      [renglebrecht@gmail.com](mailto:renglebrecht@gmail.com)

Assessing records are officially retained at:

Norwood Twp Hall