LAPEER COUNTY TREASURER
DANA M MILLER, TREASURER
WENDY M MILLER, CHIEF DEPUTY TREASURER

LAPEER COUNTY TREASURER PROPERTY INFORMATION POLICY

Policy Subject: **Responding to Requests for Property Information from For-Profit Companies to the Lapeer County Treasurer's Office**

Date: June 2, 2025

This policy supersedes all previous policies regarding Property Information in the Treasurer's Office.

STATEMENT OF POLICY

The objective of the Lapeer County Treasurer's office is to provide prompt, professional service to members of the public, especially to the residents and taxpayers of Lapeer County. It is understood that the tax and property information contained in the records of the Lapeer County Treasurer and Equalization Department is public and is made available to members of the public under the Freedom of Information Act. (P.A. 442 of 1976, as amended)

It is also understood that changes in the mortgage industry have resulted in increased requests for property research from companies that do not maintain or contract with local personnel to research properties. Thus, the number of requests for County personnel to provide companies with this information has dramatically increased.

In order to meet the needs of these private companies without decreasing service to the residents and taxpayers of Lapeer County, the following policy is adopted.

PROCEDURES

1. Requests for property and/or tax information may be submitted in writing via hand delivery, facsimile, U.S. mail or other delivery service, or e-mail.
2. To the best of our ability, requests for 9 or fewer properties will be completed within 24 hours (1 business day) of receipt. Requests for 10 or more properties will be completed within 48 hours (2 business days) of receipt. Multiple requests from the same company within the same 24 hour period may be combined and treated as one request.
3. Whenever possible, standard reports will be provided as follows. Costs are per property. Sample reports, showing the information included, are attached to and included as part of this policy. The following pricing is in person only.

a.	Legal description printout:	$1.00 each
b.	Taxes billed and paid:	$1.00 per year
c.	Tax history (5 year min):	$1.25 each
d.	Delinquent tax notice:	$1.00 each
e.	Payment Report:	$1.00 per page
f.	Real Estate Summary:	$1.00 each
g.	Deed Certification	$5.00 each

4. Responses will be delivered as follows. Choice of delivery is made by Company. Treasurer's office is not responsible for delivery failure due to circumstances beyond our control. Copies of information delivered will not be retained by the Treasurer's office.

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a.	Online through BS&A website	$6.00 per search
b.	Treasurer office staff over the phone or email	$6.50 per search
c.	Section Map Copies	$5.00 per section
d.	Color Aerial Screenshot	$6.00 per screenshot
e.	Export of County Tax Database	$2,500.00 per year
f.	Export per Township	$250.00

5. Costs of response delivery (costs subject to change as postal costs increase). These costs are in **addition** to the costs of the report. Costs are for delivery within the United States. Costs for international requests will be determined as they are received.

a.	Pick up	No cost
b.	First Class Mail	$1.00
c.	Facsimile	$6.50 (available within the United States only)

6. Requests for information that is not included on standard reports.

   a. Information contained in public records of the Treasurer's Office or Equalization Department that is not included on standard reports will be provided upon request. For purposes of this policy, and billing generated by requests under this policy, this information will be called "Research."
   b. Research will be done by employees of the Treasurer's Office. The 2025 rate is $25.00 per hour; one hour minimum.
   c. As provided in the Freedom of Information Act, PA 442 of 1976, as amended, information discovered through Research will be provided within five (5) business days.
   d. Research information includes, but is not limited to, bankruptcy status or foreclosure status.

7. Billing for information provided by either standard reports or through Research.

   a. Payment must be received at the time of request unless a Billing Account has been established.
   b. Billing Accounts will be invoiced monthly, or when balance reaches $100.00, whichever comes first. Payment is net 30 days. Any account 30 days or more past due will require payment in advance for all requests until the account is current.

c. To establish a Billing Account, the following information must be provided:

i. A letter on official Company letterhead signed by a financial officer or an officer with financial or operating responsibility requesting the establishment of an account and agreeing to the above billing procedures.

ii. Name, mailing address, telephone, facsimile and e-mail of person responsible for accounts payable.

iii. Names of persons authorized to make requests on behalf of the Company. However, it is not the responsibility of the Treasurer's office to verify that a person making a request is authorized. In establishing an account, the Company agrees to pay for all requests made on its behalf.

8. Costs are subject to change as the County's costs increase.
9. June 2, 2025.