

www.cityoflunapier.com

TDD #711



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The City of Luna Pier, Michigan
4357 Buckeye Street, PO Box 375
Luna Pier, Michigan 48157-0375

POLICY FOR INSPECTION OF ASSESSING DEPARTMENT PUBLIC RECORDS

City of Luna Pier Assessing record card information and taxes is available at <https://www.cityoflunapier.com/assessor/> then click on property tax lookup.

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

In person inquiries may be made during normal business hours. If you wish to make an appointment to review records, please contact the Assessing Department staff or the city office staff. Assessing Department hours are every other Monday 9:00 am to 11:00 in office and remote office hours the opposite Monday by email only, except government holidays, vacations, illness, or any other unforeseen circumstances.

Fees for copies: The Assessing Department charges \$1.00 per record card, with the exception of no fee for homeowners who request a copy of their own property record card. Homeowners may also obtain a free copy of their record card online by creating an account at <https://www.cityoflunapier.com/assessor/> then click on property tax lookup. All other documents are \$0.10 per page.

FOIA: Custom Reports 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.

If a clerical error or mutual mistake of fact is determined prior to the adjournment of the March Board of Review, the Assessor may request the Board of review to amend the valuation.

Assessors:

Stephanie Renius, MAAO
Chris Renius, MAAO
Derek Renius, MCAO

Email assessor@cityoflunapier.com

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