

2021 March Board of Review Virtual Instructions

Due to MDHHS Orders we will be hosting our March Board of Review via a virtual meeting using Zoom. In order to meet the Open Meetings Act the Zoom call will be open the entire length of the meeting and anyone can join to listen in or speak. We ask kindly that if you enter the Zoom call and someone is speaking to please mute your microphone and allow them their allotted time to speak to our Board of Review. We will be tracking callers and going in order from when the callers appear in the Zoom meeting. Please be patient with our Board of Review as this is a new experience for everyone.

If you cannot attend the virtual times, we also accept written appeals. Those can either be mailed to the township hall, emailed, or dropped off at the township hall. Please include the form L-4035 (see page 2) when submitting a written appeal. Written appeals need to be received by the close of March Board of Review which is Friday March 12th at 12:00pm.

We are not able to hear any in person valuation appeals, so please do not stop by our office to have these discussions with our March Board of Review.

To make this process easier for you and our Board of Review we ask that you call ahead and reserve a time to speak with them. This way you will have a set time to call in and you will not have to wait to speak. Please call our Assessing Department to reserve a time at 616-895-6295 Ext. 3.

Our March Board of Review meeting times are as follows:

Tuesday March 2nd (Organizational Meeting: no valuation discussions or complaints will be heard at this meeting.)

Monday March 8th: 9:00am - 12:00pm and 1:00pm - 4:00pm

Wednesday March 10th: 2:00pm - 5:00pm and 6:00pm - 9:00pm

Friday March 12th: 9:00am – 12:00pm

What is the March Board of Review?

The March Board of Review consists of 3 Allendale Residents. They can hear valuation appeals by owners or authorized representatives only. The Assessor is not part of the Board of Review; however, the Assessor will present information to the Board of Review to show how they came up with the valuation for that parcel. The Board of Review will act on the appeal by the close of

March Board of Review on Friday, March 12th 2021. Do not expect to get a decision on your appeal immediately. We will mail you your decision at the close of March Board of Review. Your valuation could stay the same, be lowered or raised depending on the Board of Review's decision.

What do I need for March Board of Review?

You will need to fill out form L-4035:

(https://www.michigan.gov/documents/l4035f_2658_7.pdf)

Once filled out and signed you will need to submit it to the Assessor via email or drop it off at our office (6676 Lake Michigan Dr.)

Along with this form you will want to submit any documentation that supports your case and the valuation you are recommending to the Board of Review. This could be your personal sale, other comparable sales from around you, or anything else that supports your valuation.

This information will be sent to our Board of Review members for them to be able to review during your appeal.

How long is my appeal session?

Each appeal will have up to 20 minutes to speak to our March Board of Review. You do not need to use the full 20 minutes allotted, however your appeal will be stopped at 20 minutes if there is another individual waiting to appeal.

The Assessor's are working in the office and will be available from 8am – 5pm Monday through Friday. Please feel free to call and ask further questions. 616-895-6295 Ext. 3. Or email us anytime at tylerwolfe@allendale-twp.org or connorgalligan@allendale-twp.org.

Zoom Virtual Link:

Join Zoom Meeting

<https://zoom.us/j/2469990545?pwd=enEyVU5hWmM5MmRjcy9DaHpDTERjZz09>

Meeting ID: 246 999 0545

Passcode: 1ZZybn

Dial by phone

+1 312 626 6799 US

Meeting ID: 246 999 0545

Passcode: 495221