

City of East Grand Rapids
Assessor's Office
Public Inspection of Records Policy

1. Requests for records will be accepted in person, by telephone, or in writing and may be addressed to the City of East Grand Rapids. Said requests may be directed to the following:
 - i. Stacey Hayes, City Assessor
shayes@eastgr.org (616) 940-4818
 - ii. Robin Christoffersen, Deputy Assessor
rchristoffersen@eastgr.org (616) 940-4818
2. Many public documents and forms are available on the City of East Grand Rapids website including property and tax information. If you would like to schedule an in-person meeting for the purpose of discussing an inquiry, please contact us using the information above.
3. When phone calls, emails, and written responses are not answered immediately, responses or requests will be made as soon as possible, not to exceed seven business days.
4. Any records made pursuant to Michigan's Freedom of Information Act (FOIA) shall be made to the City of East Grand Rapids' FOIA coordinator in writing and shall be subject to the statutory requirements of FOIA.
5. The City of East Grand Rapids office is open on a regular and consistent basis for record inspection or copies. These hours are posted at the city office building and on the city website.
6. Each year assessment notices are sent to every property within the city. If you would like to discuss your property's value prior to the March Board of Review, please contact us using the information above.

Adopted by the City of East Grand Rapids at a regularly scheduled meeting held on Monday, July 10, 2023.



Lori Parmenter
City Clerk