

**Gaines Charter Township Assessing Department
Public Inspection of Records Policy
Pursuant to PA 660 of 2018**

The Assessing Department is open to inspect and review public records, under the supervision of Township staff, Monday through Thursday, 8:00 AM to 5:30 PM & Friday 8:00 AM to 12:00 PM, except for observed holidays.

Inquiries may be submitted to the Assessor, Jim Zenas by email at jim.zenas@gainestownship.org, or by phone at 616-698-6640. Acknowledgment of an inquiry will be made within 1 business day, with a response time of no more than 7 business days, if made by voicemail or email to any of the Assessing Department staff.

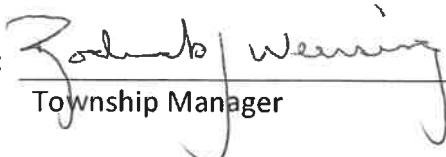
Assessment information can also be obtained free of charge through the Assessing Department page at www.gainestownship.org or directly through www.bsaonline.com.

A request for the production of records may be made by calling 616-698-6640 or by emailing jim.zenas@gainestownship.org. A staff member will be assigned the request and will acknowledge the request within 1 business day. All efforts will be made to complete requests within 3 business days but could be up to 7 business days as allowed by law.

If requesting information on a property you or an immediate family member owns, or for which the requestor is an executor of an estate, no FOIA will be required, and physical copies of requested documents can be provided for a fee of \$0.25 per page. PDF copies can be provided via email at no cost.

If the document request is related to a professional service being provided by a third party, a Freedom of Information Act (FOIA) request may be required through the Clerk's Department and an appropriate fee may be charged in accordance with the Township FOIA policy.

Approved by:


Township Manager

Date:

11/12/2026