



Policy for Written Appeals to the Board of Review

The Township of Hopkins accepts written appeals to the Board of Review from property owners (or an authorized agent) to protest their real and/or personal property assessed valuation without the necessity of a personal appearance by the taxpayer or authorized agent before the Board of Review.

Authorized Agent

Property owners may authorize a third party to act as an agent on behalf of the property owner by providing a signed authorization. The attached Agent Authorization form or a letter of authorization must be completed, signed by the property owner and submitted to the Office of the Assessor, along with a signed letter of appeal by the submission deadline noted below.

Letters of Appeal

Property owners (or their authorized agent) must prepare a signed letter of appeal addressed to:

Hopkins Township Board of Review

Hopkins Township Assessor

1451 124th Ave

Hopkins MI 49328

Letters of appeal should provide appropriate support for a particular position, such as sales of similar homes in the neighborhood, support for poverty exemption, receipts or invoices for recent construction activity, photographs of property damage or deterioration, etc. The Township of Hopkins encourages letters of appeal to be accompanied by a completed Board of Review petition State of Michigan Form L-4035 https://www.michigan.gov/documents/l4035f_2658_7.pdf or by emailing: supervisor@hopkinstownship.org

Submission Deadline

Letters of appeal, whether delivered in person or via the US Postal Service, must be received in the Office of the Hopkins Township Assessor no later than 4:00 p.m. on the first Wednesday following the second Monday in March. Letters of appeal received after the deadline set forth above will be returned to the property owner with notification of the late receipt and will not be considered by the Board of Review.

Electronic Appeals:

Letters of appeal sent by electronic mail, facsimile or other electronic delivery will not be accepted.

Questions concerning submission of a letter of appeal to the Hopkins Township Board of Review can be directed to the Office of the Assessor at 269-793-3184 or by email: supervisor@hopkinstownship.org