

Record Card Inspection Policy for Ensley Township

as of 6/06/2022

Section 211.10a of the General Property Tax Act States: “All property assessment rolls and property appraisal cards shall be available for inspection and copying during the customary business hours.”

Ensley Township is open for business Tuesdays from 9:00 a.m. to noon and Wednesdays from 1:00 p.m. to 5:00 p.m.

The Assessor’s normal office hours are Wednesdays from 1:00 p.m. to 3:00 p.m.

Ensley Township has a computer in the Township Hall that is designated for “public” use. The public may use this computer during office hours of 9:00 a.m. to noon on Tuesdays and 1:00 p.m. to 5:00 p.m. on Wednesdays.

Ensley Township is also utilizing internet services from BS&A software. The public may, at any time, look up assessment information using this service at www.bsaonline.com.

On any other day, the public can contact the Assessor, and the Assessor will answer any questions concerning record cards, which includes sending pdf's of the record cards by email or first class mail within a reasonable time.

The assessment roll(s) are always turned over to the County Equalization Department at the conclusion of the March Board of Review. Once the County returns the assessment roll(s), the roll(s) shall be placed at the Township Hall and made available for inspection and copying during customary business hours. There is also a current copy of the Assessment Roll available on our website at www.ensleytownship.org