

Instructions to Property Owner:

1. Complete the bottom portion of this form. Return a copy of the form to the Assessor's Office, in person, by mail, by e-mail or by fax. (see bottom of page) Be sure to retain a copy for your records.
2. A representative from the Assessor's Office will contact you by telephone to schedule an interior and exterior inspection of your property. At the time your property is inspected, give the appraiser any information you have in support of your opinion of value, such as, a recent sale or asking price for your property, a list of properties that have recently sold that you feel are comparable to your property, and/or a copy of any recent appraisal of your property (if available). If you do not have an extra copy of the appraisal, we can make arrangements to make a copy and return the original to you. Also be sure to point out any structural or mechanical defects that you believe will adversely affect the market value of the property.
3. After the review procedure is complete, which may take several months; you will receive a letter of determination indicating whether or not a change has been made to the year's assessment. The letter will include the dates and times for the "Open Book" period where you can come in and discuss the determination informally with the assessor. The letter will also include the date and time for the first meeting of the Board of Review which is a formal appeal option for property owners that disagree with their assessment. State Statutes place the burden of proof on the property owner in order to overturn the assessment at the Board of Review.
4. A Guide for Property Owners, relating to the assessment and appeal processes, is available at the WI Department of Revenue: <https://www.revenue.wi.gov/DOR%20Publications/pb060.pdf> .

If you have any questions relating to the process, you may contact our office at 414-425-1416.

I, _____, hereby request a review of the property
(Your Name)

located at _____ Parcel Number _____
(Your Property address)

I am requesting a review for the **January 1, 2022** assessment date for the following reasons:

(If you need more room, use the back of this form.)

Since purchasing, I have made the following improvements to the property: _____

Cost of Improvements \$ _____.

I believe the "market value" of the property as of **January 1, 2022** is \$ _____.

Signature _____ Date _____

Telephone # (____) _____ Best day/time to call _____