City of Franklin

Assessor's Office

CITY OF FRANKLIN REQUEST FOR ASSESSMENT REVIEW

This form was created for property owners who feel that their assessed value is incorrect. Property owners can fill out and remit this form to the Assessor's Office to have their property data and assessed value reviewed.

Instructions to Property Owner:

1. Complete the bottom portion of this form. Return a copy of the form to the Assessor's Office at Franklin City Hall, 9229 W. Loomis Road, Franklin, WI 53132. 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.

3. At the time your property is inspected, give the appraiser any information you have regarding similar properties which have sold recently, and 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.

4. After the review procedure is complete, which may take several months, you will receive a notice of value determination, which will indicate our opinion of value both before and after the review. On that notice, there will be printed a time and date for scheduled Board of Review. You will have a limited time available when you can come to the Assessor's Office and discuss the value determination in an informal format called "Open Book", which precedes the more formal Board of Review proceedings. Generally the date and time for the "Open Book" and Board of Review proceedings are posted in City Hall and are printed in the local newspaper.

5. If you are dissatisfied with the value determination, you may come to "Open Book" and discuss the matter. If after the "Open Book" period you are still dissatisfied, you may file a form of objection with the City Clerk and be scheduled to appear before the Board of Review. Should you have any questions please contact our office at (414) 425-1416.

I, _____, hereby request a review of the property located at _____, Tax Key Number _____, as to its value for assessment purposes, for the January 1, 20____ assessment date. I am requesting the review for the following reasons

_____

_____

_____

_____

I have the following type and dollar amount of fire insurance on the property:

Type _____ $_____

I have made the following improvements to the property _____

_____

Cost of Improvements $_____ I believe the "market value" of the property is $ _____

Phone No _____ Business No _____ Best Time to Call _____

Signature _____ Date _____

9229 W. Loomis Road, Franklin, WI 53132-9278 Phone: (414) 425-1416 Fax: (414) 425-6428