

Instructions for Successfully Completing and Submitting Objection Form For Real Property Assessment PA-115A (R.11-02)

Please note that per section 70.47(7) (a), Wisconsin statutes states that failure to fully complete all items noted on the Objection Form or disclose documentation requested by the Assessor could prohibit you from contesting your assessment.

This assessors' office makes it a standard practice and procedure to request that the Board of Review conduct a prescreening of each submitted Objection Form to evaluate the level of completeness before proceeding into any formal hearings. It works to your benefit to have all the items on the form completed to the best of your ability with the requested documentation attached so that you won't be prohibited from testifying due to a technical issue.

Two key items that are often over looked and not completed on the form, resulting in individuals being prohibited from contesting their assessment in the past are item numbers, 4.) "Please explain why you think the assessment value is incorrect" and, 5.) "Please state your opinion of the fair market value of the property as of January 1"

Documentation the assessor's office requests be attached to the Objection form to assist us in validating the completed information is as follows:

1. Copies of all building permits completed within the last two (2) years.
2. Complete copies of all listing contracts entered into within the last two (2) years.
3. Complete copies of all appraisals completed within the last two (2) years.
4. A complete copy of your current fire insurance coverage policy.

OBJECTION FORM FOR REAL PROPERTY ASSESSMENT

Section 70.47(7)(a), Wisconsin Statutes states " No person shall be allowed in any action or proceedings to question the amount or valuation of property unless such written objection has been filed and such person in good faith presented evidence to such board in support of such objection and made full disclosure before said board . . ."

Note: The Board of Review can hear only sworn oral testimony regarding the value of the property. It cannot hear protests regarding the amount of property taxes or questions of exemption. The best evidence of the value of your property is a recent arm's-length sale of your property. The next best evidence is recent arm's length sales of comparable property. If there are no sales of your property or comparable property, you should present other evidence that indicates the value of your property. This would include cost, income, appraisals, and sales of like property.

Property Owner's Name	Agent Name (if applicable)
Owner's Mailing Address	Agent's Mailing Address
Owner's Telephone Number	Agent's Telephone Number

Please provide the following information on the property and the assessment to which you are objecting. (Attach additional sheets, if necessary.)

- Property Address _____
- Legal Description or parcel number from the current assessment roll _____
- Total Property Assessments _____
- Please explain why you think the above assessed value is incorrect _____
- In your opinion, what was the taxable value of this property on January 1 of the year being appealed? _____
If this property contains acreage that is not in a market value class, provide a further opinion of the taxable value breakdown:

STATUTORY CLASS	ACRES		\$ PER ACRE	FULL TAXABLE VALUE
Residential Total Market Value				
Commercial Total Market Value				
Agricultural Classification: # of Tillable Acres		@	\$ acre use value	
# of Pasture Acres		@	\$ acre use value	
# of Specialty Acres		@	\$ acre use value	
Undeveloped Classification # of Acres		@	\$ acre @ 50% of Market Value	
Agricultural Forest Classification # of Acres		@	\$ acre @ 50% of Market Value	
Forest Classification # of Acres		@	\$ acre @ Market Value	
Class 7 "Other" Total Market Value			Market Value	
Managed Forest Land Acres		@	\$ acre @ 50% of Market Value	
Managed Forest Land Acres		@	Market Value	

- Check the method of acquisition of the property: Purchase Trade Gift Inheritance
Acquisition Price \$ _____ Date _____
- Have you improved, remodeled, added to, or changed this property since acquiring it? Yes No
If yes, describe: _____
(a) When were the changes made? _____
(b) What were the cost of the changes? _____
(c) Does the above figure include the value of all labor, including your own? Yes No
- Have you listed the property for sale within the last five years? Yes No
(a) If yes, when and for how long was the property listed? _____
(b) What was the asking price? _____
(c) What offers were received? _____
- (a) Has anyone made an appraisal of this property within the last five years? Yes No
(b) If yes, when and for what purpose? _____
(c) What was the appraised value? _____
- Please list the name(s) of Board of Review member(s) you are requesting to be removed from your hearing. NOTE: This section does not apply in first or second class cities. _____
- Please provide a reasonable estimate of the length of time that the hearing will take _____

Owner's or Agent's Signature	Date
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