



Village of Whitefish Bay  
5300 N. Marlborough Drive  
Whitefish Bay, Wisconsin 53217

## VILLAGE OF WHITEFISH BAY 2018 - REQUEST FOR PROPERTY REVIEW (Detach this Sheet and Keep for Future Reference)

### Instructions for the Property Owner:

1. Complete the attached form. Return a copy of the form to the Assessor's office. Please also include any information you wish the Assessor's Office to consider. This may include recent sales closing documents, appraisals, sales listing documents, inspection reports, etc. Be sure to retain a copy for your records.
2. **If the Assessor deems it necessary**, a representative from the Assessor's office **may** request to visit your property in early spring. The Assessor's office will contact you to schedule an appointment.

Section 70.05(4n) of the Wisconsin statutes requires the following notice:

*You have the right to refuse entry into your residence pursuant to section 70.05(4m) of the Wisconsin statutes. Entry to view your property is prohibited unless voluntarily authorized by you. Pursuant to section 70.05(4m) of the Wisconsin statutes, you have the right to refuse a visual inspection of the interior of your residence and your refusal to allow an interior inspection of your residence will not be used as the sole reason for increasing your property tax assessment. Refusing entry to your residence also does not prohibit you from objecting to your assessment pursuant to section 70.47(7) of the Wisconsin statutes.*

3. At the time your property is inspected, give the appraiser any information you have regarding similar properties that have sold recently and, if available, a copy of any recent appraisal of your property. If you do not have an extra copy of the appraisal, we can arrange 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, you will receive a notice of value determination that will indicate our opinion of value both before and after the review. The notice will include the date that the Board of Review is scheduled to meet. If you have not heard from the Assessor's Office by **April 15<sup>th</sup>**, please contact us to find out this year's schedule cycle.
5. If you are dissatisfied with the value determination, you may come to "Open Book." The process called "Open Book" gives you an opportunity to come to the Assessor's office to discuss the determination further. It is an informal setting and precedes the more formal Board of Review proceedings. The dates and times for the "Open Book" and Board of Review proceedings are posted at Village Hall, posted to the Village web site, <http://www.wfbvillage.org/>, and are printed in the local newspaper.
6. If, after the "Open Book" period, you are still dissatisfied you may file a form of objection with the Village Clerk and be scheduled to appear before the Board of Review.

If you have any questions, please contact our office at (414) 962-6690, extension 124.

Martin A. Kuehn  
Tyler Technologies, Inc.  
Assessor

Attachment (1)

## 2018 Village of Whitefish Bay Request for Assessment Review

1. Property Parcel ID# \_\_\_\_\_
2. Property Owner \_\_\_\_\_
3. Property Address \_\_\_\_\_
4. Property Assessment: LAND \_\_\_\_\_ BLDG \_\_\_\_\_ TOTAL \_\_\_\_\_
5. Please explain why you think the assessed value is incorrect: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What is the present age of the structure? \_\_\_\_\_

7. Method of acquisition	Date	Acquisition Price
___ Purchase	_____	_____
___ Trade	_____	_____
___ Gift	_____	_____
___ Inheritance	_____	_____
___ Construction	_____	_____

8. A. Have you improved, remodeled, added to, or changed this property since acquiring it? \_\_\_\_\_
- B. Describe \_\_\_\_\_  
\_\_\_\_\_
- C. When were the changes made? \_\_\_\_\_
- D. What were the costs of the changes? \_\_\_\_\_

9. A. Have you listed the property for sale within the last 2 years? Yes \_\_\_\_\_ No \_\_\_\_\_
- B. If yes, when and for how long was the property listed? \_\_\_\_\_
- C. What was the asking price? \_\_\_\_\_

10. A. Has an appraisal been performed within the last 2 years? Yes \_\_\_\_\_ No \_\_\_\_\_
- B. If yes, when and for what purpose? \_\_\_\_\_
- C. What was the appraised value? \_\_\_\_\_

11. I believe the fair market value of the property to be as of January 1, 2018:

LAND \_\_\_\_\_ BLDG \_\_\_\_\_ TOTAL \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
(Owner)

Best Time to Call \_\_\_\_\_