

Request for Assessment Review Supplement

If you believe your property is incorrectly valued and would like to have it reviewed, there is an easy way to do this.

The best method is either to contact the Assessor's Office (920-832-1578) and ask that you be provided with a Request for Assessment Review form, or to download the form from the Town website (www.grandchute.net > Home > Departments > Community Development > Assessor > Request for Assessment Review).

Return the completed form with supporting documents to the Assessor's Office (email address: assessor@grandchute.net) as soon as practically possible. The Assessor will review the supporting documentation, make appropriate adjustments, and mail a notice of assessment prior to the Open Book hearings, which are typically held in mid-late spring.

In Wisconsin, all property is valued for tax purposes as of January 1 of each year, so remember that your opinion of your property's value should be consistent with that date. For example, if you ordered a private appraisal of your home in February of 2020, it may not have as much impact on the review as would a November 2020 appraisal because of the gap in time from the current market surveyed on January 1, 2021.

Timing is also an important consideration. Once the Town's Board of Review has met and the tax roll is finalized, any review requests are moved to the next tax year. It is important to remember that we are now in tax year 2021. At this time, any requests for review received will be for consideration of adjustments to the assessed value of your property as of January 1, 2021.

GRAND CHUTE ASSESSOR'S OFFICE REQUEST FOR ASSESSMENT REVIEW

Dear Property Owner:

You recently contacted our office regarding your property assessment. In order assist us in reviewing your assessment, please provide the information requested below, noting these instructions:

1. Complete the bottom and reverse portions of this form. Return the form *and copies of support documents* to the Assessor's Office. Retain a copy for your records.
2. Following an office review of this information and our current data on your property, a representative from the Assessor's Office may need to visit the property. If that is necessary, we will call to schedule an appointment to inspect the property.
3. After our review is complete, you will receive a notice of value determination that outlines changes, if any, to the assessed value of your property. These notices are typically mailed in April or May, but that may occur later in the summer depending on the volume of requests. The notice will advise you of specific times and dates for **Open Book** and **Board of Review**. If you are dissatisfied with the value determination, you may attend Open Book and meet with the Assessor. If you are still dissatisfied after Open Book, you may file a form of objection with the Town Clerk and request an appearance before the Board of Review.
4. Please contact the Assessor's Office if you have any questions while completing this form, or if you have questions about the property assessment process. We can be reached by phone at 920-832-1578, or by emailing us at: assessor@grandchute.net

REQUEST FOR ASSESSMENT REVIEW

Property Owner Name (Please Print) _____

Signature _____ Date _____

Property Address _____ Tax Key Number _____

Phone No.: Home or Cell _____ Work _____

Best day or time to contact you _____

What is the current Assessed Value of the property? \$ _____

In your opinion, what is the current Fair Market Value of the property? \$ _____

