

City of Oak Creek

Assessor's Office

REQUEST FOR ASSESSMENT REVIEW

This form was created for property owners who believe their assessed value is incorrect. Property owners may complete the bottom portion of this form and request that the assessor review their property and the assessed value.

Instructions to Property Owner:

1. Complete the bottom portion of this form. Return a copy of the form to the Assessor's office at Oak Creek City Hall, 8040 S. 6th St., Oak Creek, WI 53154. Be sure to retain a copy for your records.
2. A representative from the Assessor's office may 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 information you may have regarding similar properties that 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 have a copy made and return the original to you. Be sure to point out any structural or mechanical defects you believe will adversely affect the market value of the property.
4. After our review process is completed (it will take several months), you will receive a notice of value determination letter. If you are still dissatisfied with the value, the letter will also include a deadline for you to call to arrange an appointment with the Assessor to discuss the value. This informal meeting is called the Open Book period. There is a limited amount of time available for the Open Book meetings so please contact the assessor's office **immediately** if you have questions or concerns. The letter will also include the date that Board of Review (a formal setting) is scheduled to meet. The dates and times for Open Book and Board of Review are posted at City Hall and are printed in the local newspaper.
5. The Board of Review is a quasi-judicial body whose members are Oak Creek residents. Its function is not one of valuation but of deciding the validity of the facts presented. You, or your representative, must provide testimony to the Board and prove that your property is inequitably assessed when compared to the current general level of assessment. If you wish to appeal your assessment to the Board of Review, you may file a form of objection with the City Clerk.

If you should have any questions, please contact the Assessor's office at **(414) 766-7069**.

 I, _____, hereby request a review of the property located at _____,
 Tax Key Number _____, as to its value for assessment purposes, for the **January 1, 2019** assessment date. I am
 requesting a review for the following reasons:

I have made the following improvements to the property:

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

CHOOSE ONE:

MAILING ADDRESS IS THE SAME AS THE PROPERTY ADDRESS

MAILING ADDRESS IS DIFFERENT THAN THE PROPERTY ADDRESS. **CHANGE MAILING ADDRESS TO:**

Phone Number: _____ Business Number: _____ Best Time to Call: _____

Signature: _____ Date: _____