



City of Sheboygan

Assessment Department
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REQUEST FOR PROPERTY REVIEW

NOTE: Before you submit this form, please read the information under the heading “ESTIMATED FAIR MARKET VALUE” on the back of your property tax bill.

The procedure for a requesting a property review for the **January 1st** assessment date is as follows:

1. Complete the form and return to the City of Sheboygan Assessor’s Office.

The form must be returned by January 31st of the assessment year under review.

2. Requests of review for a **residential** property, supporting documentation for your opinion of the “fair market value” must be submitted with your completed form. Examples of such documentation would be a recent professional appraisal, a recent closing statement, or a recent market analysis from a credited real estate agent. The sales of **comparable** properties, i.e., properties similar to your property may also be provided as evidence of “fair market value.” The absence of such documentation makes it difficult for a comprehensive review to occur.
3. Requests of review for a **commercial** property, the following documents are also requested: copies of Income and Expense summaries for the past three (3) years and copies of the associated rent rolls for those years, current leases, and any mortgages.
4. If a third party will be representing you, then a **notarized** “Letter of Agency” that sets forth the representative’s name, address, and telephone number must be submitted with the request form.
5. The request form and supporting documentation will be subsequently reviewed. If additional information or further clarification is needed, then we will contact you for questions or schedule an on-site inspection of the property. (*Typically, this review process is late January.*)
6. If an on-site inspection is needed, then inform the appraiser any structural or functional problems that may exist or any other conditions that would have an impact on the property’s value. If possible, provide at least two (2) different written cost estimates for any necessary repairs.
7. After the review process is complete, a Notice of Assessment with the determination will be mailed, which is typically near the end of April. The Notice will indicate an increase, decrease, or no change in the assessment value. The Notice will include information on the appeal process, i.e., Open Book (Informal Review) and Board of Review hearings.
8. If the results of the Open Book hearings are not satisfactory, then the assessment may be appealed further by appearing before the Board of Review. An official objection form for appealing the assessment before the Board of Review may be obtained from the City Clerk’s office. **Note:** Completion of this “Request for Property Review” form is not a substitute for the official Board of Review objection form.

If the Request for Assessment Review is filed after January 31st, due to special circumstances, then every effort will be made to review the assessment for the current year. If it is not possible to process the request for the current year, then it will be held and processed the following year.

Request for Property Review Form

Parcel/Tax Key Number: _____ Property Address: _____

Owner's Name: _____

Mailing Address: _____ (If different from property address.)

Phone Number: _____ Email: _____

Request Made by Agent: _____ (Please attach authorization letter for request.)

Date Form Completed: _____

In your opinion, what is the fair market value of the property \$ _____
(NOTE: A value **must** be specified.)

A request for review is for the following reason(s):

Sale Information

What date was the property acquired? _____

How was the property acquired? Purchased Trade Gift/Inheritance* Other*

*Describe _____

If purchased, what was the total purchase price? _____

Were there any items of personal property included in the price such as appliances, furniture, etc.? Yes No

If yes, please specify: _____

Have you listed the property for sale within the last three years? Yes* No

(*If yes, please provide a copy of the listing sheet.)

If yes, then when and how long was the property listed? _____

Realty Company/Name _____ or For Sale by Owner _____

What was the asking price? \$ _____ Offers received? \$ _____

Has an appraisal been made of the property within the last two years? Yes* No

(*If yes, please provide a copy.)

Appraisal date: _____ Appraiser's name: _____ Appraised Value \$ _____

Purpose for appraisal, i.e., financing, sale, or purchase: _____

Property Improvement Information

Have you or a tenant improved, remodeled, added to, or changed the property since acquiring it? Yes No

Describe changes: _____

When were changes made? _____ Cost of changes? \$ _____

Does the cost of the changes include the value of all labor, including your own? Yes No

A sincere effort will be made to ensure that your assessment will be fair and equitable.
Thank you for your cooperation and patience during this review. It is greatly appreciated.

FOR OFFICE USE ONLY: Date Received _____ Date Reviewed _____