WAUWATOSA
WISCONSIN ✳ ESTD 1835

REQUEST FOR REVIEW OF PROPERTY ASSESSMENT

1. **Complete the Request Form**

   Complete and return this form to the Assessor's Office. You must provide an opinion of value for your property.

   Once we receive your request, a City appraiser will contact you to schedule an interior inspection. A complete interior walkthrough of the property is required as part of the review process.

2. **Provide supporting documentation**

   You must submit documentation supporting your opinion of the property's fair market value along with your request. Examples include:

   - An appraisal (preferably with the Assessor's Office identified as the intended user)
   - A recent closing statement

   A list of assessment for other properties in your area does not meet this requirement. Without supporting documentation, it may be difficult for the Assessor's Office to determine whether a change in your value is warranted.

3. **Additional requirements for commercial properties**

   If you are requesting a review of a commercial property, you must also provide:

   - Income and expense statements for the past three (3) years
   - A current rent roll

   Both items are required for the review.

4. **Property condition and repairs**

   During the inspection, please point out any structural issues, deferred maintenance, or other property condition that may affect its value.

   If available, please provide written estimates for the costs to complete any necessary repairs.

Property Information

Parcel/Tax Key Number *(if known):* _____

Property Address: _____

Property Owner: _____

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Contact Information

I am the:

- ☐ property owner
- ☐ authorized agent *(Attach Wisconsin Dept of Revenue Agent Authorization form PA-105)*

Your Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

In your opinion, what is the fair market value of the property as of January 1st of the upcoming assessment year? $_____

Sale Information

What month and year did you acquire the property? _____

What type of transaction was it?

- ☐ Purchase
- ☐ Inheritance/Gift
- ☐ Trade/Exchange
- ☐ Other _____

If purchased, what was the total sale price? $_____

Did the sale price include any items of personal property? Example: Appliances, furniture, etc. Please specify:

_____

Listing & Marketing Information

Has the property been listed for sale in the last five (5) years? *(If yes, please provide a copy of the listing contract and/or listing sheet)* ☐ Yes ☐ No

When and how long was the property listed for sale? _____

What was the asking price? $_____

Did you receive any offers? If so, what was the offer price? $_____

Has an appraisal been prepared for this property in the last three (3) years? *(If yes, please provide a copy of the appraisal report)* ☐ Yes ☐ No

Appraisal value $_____ Purpose of the appraisal _____

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Property & Improvement Information

Is all or part of the property rented? *(If yes, please provide a copy of the income & expense statements and a current rent roll)* ☐ Yes ☐ No

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

Please describe all changes made to the property since acquisition (note the year of the change and the cost):

_____
_____
_____
_____

Do the cost figures above include the value of labor costs, including your own labor? ☐ Yes ☐ No

Objection to the property assessment is made for the following reason:

_____
_____
_____
_____
_____

I wish to request a review of the property assessment listed above and I certify that the information provided on this form is true, accurate, and complete to the best of my knowledge.

Print Name: _____

Signature: _____ Date: _____

After completing this form, please mail/deliver or email to the City Assessor's Office at 7725 W North Ave, Wauwatosa, WI 53213 or tassessor@wauwatosa.gov.

Please note that the City's email servers have a 10 MB file size limit for incoming emails. If your email and attachments exceed this limit, please contact our office for alternative submission options.

An appraiser from our team will contact you closer to the statutory assessment date of January 1 to schedule an appointment for an interior inspection of your property. This inspection will allow us to gather the necessary information to accurately evaluate your property as part of the assessment process.

Once the inspection and review are complete, you will be notified of the results by mail when the next assessment notices are issued.

Our office is committed to ensuring that property assessments are fair and equitable. We appreciate your cooperation and patience throughout this process.