

Instructions for Successfully Completing and Submitting Objection Form For Real Property Assessment PA-115A (R.11-02)

Please note that per section 70.47(7) (a), Wisconsin statutes states that failure to fully complete all items noted on the Objection Form or disclose documentation requested by the Assessor could prohibit you from contesting your assessment.

This Assessors' office makes it a standard practice and procedure to request that the Board of Review conduct a prescreening of each submitted Objection Form to evaluate the level of completeness before proceeding into any formal hearings. It works to your benefit to have all the items on the form completed to the best of your ability with the requested documentation attached so that you won't be prohibited from testifying due to a technical issue.

Two key items that are often over looked and not completed on the form, resulting in individuals being prohibited from contesting their assessment in the past are item numbers, 4.) "Please explain why you think the assessment value is incorrect" and, 5.) "Please state your opinion of the fair market value of the property as of January 1"

Additional documentation the Assessor's office requests be attached to the Objection form to assist us in validating the completed information is as follows:

1. Copies of all building permits completed within the last two (2) years.
2. Complete copies of listing contracts entered into within the last two (2) years.
3. Complete copies of all appraisals completed within the last two (2) years.
4. A complete copy of your current fire insurance coverage policy.