



CITY OF WAUWATOSA
OFFICE OF THE CITY ASSESSOR
CITY HALL
7725 West North Avenue
Wauwatosa, WI 53213
(414) 479-8969
Fax (414) 479-8972
www.wauwatosa.net



REQUEST FOR REVIEW OF PROPERTY ASSESSMENT

1. Complete and return this form to the Assessor's Office. An opinion of value **must be** provided. Upon receipt of this form, an appraiser from the city will call and set up an inspection appointment of the subject property. A full inspection is required for a Request for Review.
2. You must provide supporting documentation of the "fair market value" when you submit the request. Examples would include an appraisal where the Assessor's Office is the intended user and/or a recent closing statement. A listing of assessments in your area does not fulfill the requirement. The absence of such a document makes it difficult for a value change to occur.
3. If you are requesting a review of a **commercial property**, the following are also required: copies of income and expense statements for the past 3 years and a current rent roll. Both must be submitted on our prescribed forms.
4. At the time of inspection please point out any structural problems that may exist, or any other conditions that would have an impact on the property's value. If possible please provide us with copies of written cost estimates for completion of necessary repairs.

Mail or deliver to: City of Wauwatosa Assessor's Office, 7725 W North Ave.,
Wauwatosa, WI 53213

Property Information

Parcel/Tax Key Number _____
Property Address _____

Contact Information

Owner Name: _____
Mailing Address: _____
Hm. Phone # _____ Work # _____ Cell # _____
Email Address: _____

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

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

Sale Information

Property acquired? Month _____ Year _____
Purchased _____ Trade _____ Gift/Inheritance* _____ Other* _____

*Describe _____

If purchased, what was the total purchase price? _____

Were there any items of personal property included in the sale price? (For example: appliances, furniture, etc? Please specify _____

Listing & Marketing Information

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

When and how long was the property listed? _____

Realty Company/Name _____

For sale by owner _____

What was the asking price? _____

Offers received? \$ _____

Property Improvement Information

Have you or a tenant of yours improved, remodeled, added to or changed the property since acquiring it?

Yes _____ No _____ Describe changes _____

When were changes made? _____

Cost of changes? _____

Does the above figure include the value of all labor, including your own, if any?

_____ Yes _____ No

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

I wish to request a review of the property assessment listed above.

Signature _____ Date _____

After completing this form, please mail or deliver it to our office. An appraiser from our staff will contact you to arrange an appointment to make a physical inspection of your property. This inspection enables our office to gather the necessary data to facilitate the review. Upon completion of the physical inspection, a review of your assessment will be conducted. You will then be notified by mail as to the results of your review.

A sincere effort will be made to ensure that your assessment will be fair and equitable for the coming year. Your cooperation and patience in this matter is much appreciated.