

City of Green Bay – Request For Review Form | 2013

Please 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 our office will call and set up an appointment to view the subject property. A full inspection is required for a Request for Review. Upon completion of the inspection, a review of your assessment will be conducted and you will be notified by mail as to the results of your review.

Please state your opinion of value as of January 1, 2013	\$ _____
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Please explain why you feel your opinion of value is correct: (Saying that the property taxes are too high is not a valid answer)

<i>Parcel Number</i>	<i>Property Address</i>
<i>Property Owner Name (s)</i>	<i>Property Owner Address</i>

Current Assessed Value

<i>Land</i>	<i>Improvements</i>	<i>Total</i>
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Sale Data

<i>Purchase Date</i>	<i>Purchase Price</i>
<i>Financing Type</i> Conventional () Assumption () Cash () Other ()	<i>Buyer Relation to Seller</i>
<i>Items of Personal Property included in sale?</i>	<i>Any unusual circumstances regarding the sale? (purchased from bank, foreclosure, short sale, etc.)</i>

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Improvements and Changes

Have you improved, remodeled, added to, or changed the property since acquiring? (Please list)

What were the costs of any changes?

Comparable Properties

List 3 Comparable Properties, within the City of Green Bay and in close proximity to your property, as well as their Assessed Values: *(If you have an appraisal, do not use comparables already mentioned in your appraisal)*

<i>Address</i>	<i>Land Value</i>	<i>Improvement Value</i>
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<i>Address</i>	<i>Land Value</i>	<i>Improvement Value</i>
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If applicable, Listing for Sale of Subject Property (last 3 years)	Date _____	Amount _____
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If applicable, Recent Appraisal (last 3 years) - Please Provide a Copy	Date _____	Amount _____
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Please provide the following additional information for Commercial Properties

- Income & Expense Statements for the last 3 years (expenses must be itemized)
- Current Tenant List & Rent Roll

Signed _____
(owner)

Date _____

Phone _____

Email _____

Mail or deliver to :

**Office of the City Assessor
Re: Request for Review
100 N Jefferson Street, Rm 102
Green Bay, WI 54301-5026**