



Tyler Technologies Inc.
10617 W. Oklahoma Ave Suite U4
West Allis, WI 53227
(800) 959-6876 ext. 2
stewart.hamel@tylertech.com

Instructions for Property Owner:

1. Complete the attached page and return it to the Assessor's Office at the address above. Please also include any information you wish the Assessor's Office to consider. This may include recent sales closing documents, appraisals, sales listing documents, inspection reports, etc. Please retain a copy for your records.
2. **If the Assessor's Office deems it necessary**, a representative from the Assessor's Office may visit your property during the month of March. If you are not available, a card will be left. Upon receipt of the card left at your property, please call the Assessor's Office to schedule an appointment.
3. At the time your property is inspected, give the assessor any information you have regarding the sale of the subject property, a recent listing of the subject property, similar properties which have sold recently, and a copy of any recent appraisals of your property (if available) if it has not been submitted with your original request. If you do not have an additional copy of this documentation, we can make arrangements to make a copy and return the original to you. Also be sure to point out any structural or mechanical defects that you believe will adversely affect the market value of your property.
4. After the review procedure is complete, you will receive a notice of determination which will indicate our opinion of value, both before and after the review. The notice will include the date that the Board of Review is scheduled to meet. If you have not heard from the Assessor's Office by April 15th, please contact us to find out this year's schedule.
5. If you are dissatisfied with the value determination, you may come to "Open Book." The process "Open Book" gives you an opportunity to come to the Assessor's Office to discuss your determination further. It is an informal setting and precedes the more formal Board of Review proceedings. Please contact the Assessor's Office for the "Open Book" and Board of Review Dates.
6. If after the "Open Book" period, you are still dissatisfied with the assessed value; you may file a formal objection to the City Clerk and be scheduled to appear before the Board of Review.

If you have any questions, please contact our office at (800) 959-6876, extension 2 or by email at stewart.hamel@tylertech.com

Stewart Hamel
Tyler Technologies, Inc.
Assessor



2018 City of Baraboo Request for Assessment Review

1. Property Parcel ID# _____
2. Property Owner _____
3. Property Address _____
4. Property Assessment: LAND _____ BLDG _____ TOTAL _____
5. Please explain why you think the assessed value is incorrect: _____

6. What is the present age of the structure? _____

7. Method of acquisition	Date	Acquisition Price
Purchase	_____	_____
Trade	_____	_____
Gift	_____	_____
Inheritance	_____	_____
Construction	_____	_____

8. A. Have you improved, remodeled, added to, or changed this property since acquiring it? _____

B. Describe _____

C. When were the changes made? _____

D. What were the costs of the changes? _____

9. A. Have you listed the property for sale within the last 2 years? Yes _____ No _____

B. If yes, when and for how long was the property listed? _____

C. What was the asking price? _____

10. A. Has an appraisal been performed within the last 2 years? Yes _____ No _____

B. If yes, when and for what purpose? _____

C. What was the appraised value? _____

11. I believe the fair market value of the property to be as of January 1, 2018:

LAND _____ BLDG _____ TOTAL _____

Signed _____ Date _____ Phone _____
(Owner)

Best Time to Call _____