

INSTRUCTIONS FOR ASSESSMENT REVIEW

1. Complete the attached page and return it to the Assessor's Office at the below address or via email at cobcama@beloitwi.gov. Please retain a copy for your records.
If you are not the owner of the property, a signed (by the owner) statement of authorization to represent the property owner must be included with the request to review the assessment.
2. Please note that only pertinent data relating to the market value of your property will be considered in the review process. "Taxes are too high", "Percentage of increase" are not relevant to the current market value of the property. A recent sale (last 2 years) of your property, a recent appraisal (last 2 years) conducted on your property, or recent sales (within 15 months prior to January 1, (current tax year) of comparable properties are the best items to present in support of your opinion of value.
Also note that what you feel to be a "comparable" sale may not be comparable. For example, if you own a 1-story ranch home, you should only use sales of 1-story ranch homes that have recently sold, not 2-story homes. Additionally, you need to consider the characteristics of the properties that sold as compared to yours. I.E., is the square feet of living area similar to mine? Is the year built comparable to mine? What are the number of baths? These are just a few of the factors that an assessor/appraiser looks at when considering the estimated market value of a property.
3. Reviews are typically researched and processed during the months of February through May annually. A member of the Assessor's Office may contact you during this time frame to conduct an interior inspection of the property.
4. At the time your property is inspected, give the appraiser 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). Also be sure to point out any structural or mechanical defects that you believe will adversely affect the market value of your property. No decision will be made regarding the value of your property at the time of the inspection. The inspection only is used to record data.
5. After the review procedure is complete, you will receive a notice of determination. The notice will include a phone number and instructions on how to further appeal the assessment if you desire.