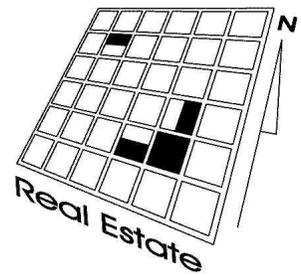


# Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Property Owner  
Attn:  
100 Badger Way  
Suite 210  
Waunakee, WI 53597

## Notice of Assessment

### **THIS IS NOT A TAX BILL**

Under state law (Section 70.365 of the Wisconsin Statutes), your property assessment for 2019 is listed below.

Dear Property Owner:

July 22, 2019

The assessor has completed a revaluation of all taxable property in the Village of Waunakee. The purpose of the revaluation is to ensure that all property is assessed on a fair and equitable basis. Our goal is to bring your assessment to 100% fair market value. You are hereby notified of the assessed value of your property described below.

If you have any questions concerning your valuation, there will be an Open Book session held by Associated Appraisal Consultants where you can meet with the assessor individually to discuss your concerns. **Please call Associated Appraisal at 920-749-1995 for an Open Book appointment.** Please bring this assessment notice to your Open Book appointment.

Tax key number: 12-3456-7890 located in the Village of Waunakee, Dane County

Property Location: 2323 Rolling Hills Dr

Legal description: This is the legal description for the property being assessed. The property is located at 2323 Rolling Hills Dr.

Year	Land	Bldgs/Improvements	Total
2018	\$25,000	\$110,000	\$135,000
2019	\$30,000	\$140,000	\$170,000
Net change in assessment			\$35,000

Reason for Change	Revaluation of All Property
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Open Book: Thursday, August 1st, 2019 11:00 AM - 7:00 PM (Please Make Appt)  
Wednesday, August 7th, 2019 3:00 PM - 7:00 PM (Please Make Appt)

Board of Review: Tuesday, August 27th, 2019 5:00 PM to adjournment (By Appointment Only)

Location: Waunakee Village Hall  
500 W Main St.  
Waunakee, WI 53597

If after the Open Book session, you wish to contest the assessed value, **please call the Clerk at 608-850-2827 at least 48 hours prior to Board of Review** to obtain an Objection Form and to make an appointment for the Board of Review. This form must be filled out in its entirety. **Failure to provide 48 hours advance notice to the Clerk may result in denial of a hearing at the Board of Review.**

(Over)

## **Assessment Information**

Wisconsin law requires that all taxable property (except agricultural, agricultural forest and undeveloped) is assessed at full market value as of January 1st each year. Assessments at a percentage of full market value are acceptable when applied uniformly. To determine if your assessment is fair, you must analyze it in relation to full market value. This is done by dividing your assessment by the general level of assessment for your municipality.

## **Agricultural Land Conversion Charge**

Agricultural land that was converted from agricultural use to residential use, commercial use, manufacturing use, or became tax exempt during the previous calendar year may be subject to an agricultural land conversion charge, payable to the County Treasurer. If an Agricultural Land Conversion Charge Form PR-298 is enclosed, you must pay a conversion charge under state law (sec 74.485 of the Wisconsin Statutes).

## **To Appeal Your Assessment**

**First, discuss with your local assessor.** Minor errors and misunderstandings can often be corrected with the assessor instead of making a formal appeal.

**To file a formal appeal** – give notice of your intent to appeal by contacting the Board of Review (BOR) clerk at least 48 hours before the BOR begins. Complete and file your objection form with the BOR clerk no later than the first two hours of the BOR's first scheduled meeting. Make sure you file a completed form or the BOR may not review your appeal.

## **For more information on the appeal process:**

- Review the "Property Assessment Appeal Guide for Wisconsin Real Property Owners." This guide can be found at [www.revenue.wi.gov](http://www.revenue.wi.gov) by searching for the keywords "Assessment Appeal". You can also request a copy by contacting the Department of Revenue, Office of Technical and Assessment Services, Box 8971, Madison WI 53708-8971.

## **Additional questions or concerns:**

Please call our office at 920-749-1995 between 8:00 a.m. and 4:30 p.m. Monday through Friday.

*Associated Appraisal*  
Consultants, Inc.  
Appleton ■ Hurley ■ Lake Geneva

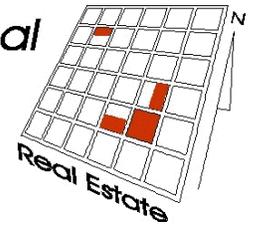


**Village of Waunakee 2019  
Market Update Revaluation:**

**Important Information About Your  
Enclosed Notice of Assessment**

**Associated Appraisal  
Consultants, Inc.**

Appleton ■ Hurley ■ Lake Geneva



**While your primary concern is certainly the new assessed value, please take a minute to read this letter.** Its purpose is to provide you with some basic information about the market update revaluation and the forthcoming review period.

Wisconsin laws require periodic market updates to keep assessment levels at or very near actual market values. Since the last review in the Village of Waunakee, assessment equity and uniformity have gradually eroded until they were out of compliance with the law's requirements. Since the last review, values have been affected by changes in: supply and demand, interest rates, style preferences, component preferences, and many other economic and social factors. These changes resulted in assessments that no longer represented actual market values. **This market update has reestablished equitable and uniform values for all properties in the Village of Waunakee as of January 1, 2019.**

The primary concern of most owners is how the new valuations will be used to divide and distribute the next tax levy. The specific effect on taxes cannot be accurately determined at this time. The total tax levy cannot be calculated until all the taxing authorities (School District, Vocational Tech, County, State, and Municipality) have finalized and adopted their budgets. Because many of those budgets are not finalized until late November, the new (mill) rate cannot be determined until that time. **Please do not attempt to estimate your taxes by applying last year's tax rate to your new value. Last year's tax rate is no longer applicable.**

Please review your new assessment carefully and thoughtfully. It is a valuation of your property **as of January 1, 2019**. If you disagree with the new value, need additional information, or have questions regarding the new assessment, we are available to assist you. When reviewing your new assessment, you should consider recent sales, current listings, recent appraisals and other information relevant to value.

If the **Bldgs/Improvements** portion of your assessment increased, it doesn't necessarily mean that you made changes or any improvements to your existing home or commercial building. **Bldg/Improvements** can include: anything artificial that is attached to a piece of land. It is a neutral term used to classify any addition to raw land. Because improvements are typically considered to be immovable, they become part of the real estate that transfers with a sale. Improvements typically include such things as buildings, sidewalks, roadways, parking lots, driveways, street lights, any pavement, sewer systems and fences among other things.

If you want to meet with an Assessor, please call for an open book appointment. Appointments are not required but they will take priority over "walk-ins." For planning and scheduling purposes, **appointments will be limited to 15 minutes each**. Walk-ins will be scheduled on a first come, first serve basis in between scheduled appointments. Please be aware that the assessment staff is not prepared to discuss anything related to your taxes. They are available to discuss **values** so please **limit your discussion to value-related issues and any supporting evidence**.

If you need to discuss the enclosed assessment notice as it pertains to your property, assessment staff will be at the Village Hall for Open Book on **Thursday, August 1<sup>st</sup> from 11:00 am to 7:00 pm** and **Wednesday, August 7<sup>th</sup> from 3:00 pm to 7:00 pm**. Please call **Associated Appraisal at 920-749-1995 to schedule an appointment**. Please bring the enclosed assessment notice to your Open Book appointment.

We hope you have found this information useful and informative. Thank you again for your time and cooperation in making this market update possible.

## **OPEN BOOK CONFERENCES:**

If you wish to discuss your new assessment with Associated Appraisal, we have made available the following times. Please call Associated Appraisal at 920-749-1995 to schedule an open book appointment. Appointment times are as follows:

<b>Thursday, August 1<sup>st</sup></b>	from 11:00 am to 7:00 pm (by appointment)
<b>Wednesday, August 7<sup>th</sup></b>	from 3:00 pm to 7:00 pm (by appointment)

The new value of your property is based on an analysis of what properties like yours are selling for in your neighborhood. Remember, the best evidence of value is a conventional arms-length sale of your property. The next best evidence is the conventional sale of a comparable property. If there is no recent sale of your property or a comparable property, then you should present evidence that indicates the value of your property. This could include, but is not limited to the cost, income, recent appraisal, amount of insurance, and sales of adjacent or nearby similar property. In order for your assessment to be changed, you must show that your property would not sell near the assessed value or that a mistake was made in the valuation of your property. A mistake would be something like showing a fireplace when you don't have one or indicating a second bathroom when only one exists

## **BOARD OF REVIEW:**

If after your open book meeting, you wish to formally object to your new assessment, you need to obtain an objection form from the Clerk's Office or online from Wisconsin Department of Revenue at <http://www.revenue.wi.gov/forms/govtvc/pa-115a.pdf>. This form completed in its entirety should be returned to the Clerk's Office at least 48-hours prior to the first meeting of the 2019 Board of Review. There is a material available online at the Wisconsin Department of Revenue to help you prepare you for your appearance before the Board or Review at <http://www.dor.state.wi.us/pubs/slf/pb055.pdf>.

Board of Review date and times are as follows:

<b>Tuesday, August 27<sup>th</sup></b>	By appointment only
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In closing, Associated Appraisal Consultants has worked long and hard to place fair and equitable assessments on all property in the city. We hope the information and explanations we have provided in this letter help you in analyzing your new assessment. There are additional online resources available on the Wisconsin Department of Revenue website at <http://www.dor.state.wi.us/html/govpub.html#property>.