



MUNICIPALITY'S FORM OF OBJECTION TO MANUFACTURING REAL ESTATE ASSESSMENT

ALL INFORMATION REQUESTED ON THIS FORM MUST BE PROVIDED. FAILURE TO DO SO WILL RESULT IN THE STATE BOARD OF ASSESSORS (BOA) DENYING JURISDICTION ON THE APPEAL.

Filing Requirements – Sec. 70.995 (8)(c) Wis. Stats. requires a state prescribed objection form be filed with the BOA including a **\$45 FILING FEE** payable to the Wisconsin Department of Revenue. An objection is not considered filed until the fee is paid. The fee is waived if a prior year appeal on the same property is pending (sec. 70.995 (8)(c) and (d), Wis. Stats.). A separate objection form and fee is required for each real estate parcel being appealed. Sec. 70.995 (8)(c)1, Wis. Stats., requires the appellant to provide the reason for the objection, an opinion of the correct full value assessment and the basis for the opinion. This information must be provided in Section 2, A and B of prescribed objection form PA-136. See “Indicators of Value” on page three for types of supporting data. Sec. 70.995(8)(d), Wis. Stats., states if the person assessed files an objection and the municipality affected does not file an objection, the municipality affected may file an appeal to that objection within 15 days after the person’s objection is filed. Submit the original plus one copy of the objection form, correspondence, and all supporting data. If this information is not included your objection will be denied.

Agent Authorization - If an agent is working on behalf of the municipality, written authorization from the municipality must accompany the objection form.

Governing Body’s Authorization – Attach two dated copies of the governing body’s authorization for filing the objection.

Due Date – The objection form and fee must be filed with the BOA within 60 days of the issuance date on the notice of real estate assessment, or within 15 days after the person assessed files an objection. A postmark or delivery service ship date within these time frames serves as evidence of timely filing.

Where To File – Send the objection form, **\$45 FILING FEE** and supporting data to:

Street Address:

Wisconsin Department of Revenue
State Board of Assessors
Mail Drop 6-97
2135 Rimrock Road
Madison WI 53713

Mailing Address:

Wisconsin Department of Revenue
State Board of Assessors
Mail Drop 6-97
PO Box 8971
Madison WI 53708-8971

Telephone Number: 608-266-1147



**MUNICIPALITY'S FORM OF OBJECTION
TO MANUFACTURING REAL ESTATE ASSESSMENT**

BOA# ____ - ____ -REM- ____
(For Dept. Use Only)

| SECTION 1: PROPERTY OWNER AND PROPERTY INFORMATION (ALL MUST BE COMPLETED) | |
|--|---|
| Name of Property Owner on Assessment Notice: | IT IS REQUESTED THAT THIS OBJECTION BE REVIEWED |
| Mailing Address: | Signature of Municipal Representative Date: or Authorized Agent (*): |
| City, State & Zip Code: | * If agent, attach written authorization to this form. Print Name and Title: |
| Street Address of Property: | Mailing Address: |
| Taxation District (Municipality): | City, State & Zip Code: |
| County: | Telephone Number: Fax Number: |
| ATTACH TWO DATED COPIES OF THE GOVERNING BODY'S AUTHORIZATION FOR FILING THIS OBJECTION | |

| SECTION 2: ASSESSMENT INFORMATION AND OPINION OF VALUE (ALL MUST BE COMPLETED) | |
|---|---|
| Date of Issuance of Real Estate Assessment Notice: | State Identification Number: ____ - ____ - ____ - R ____ <small>* AA * CO Taxation District DOR Parcel Number * "County of" on assessment notice is "AA" and "CO" (e.g. 76-13)</small> |
| Assessment as Shown on Full Value Notice: Land \$ _____ Improvements _____ Total \$ _____ | Your Estimate of What Full Value Should Be: Land \$ _____ Improvements _____ Total \$ _____ |
| A. Reason(s) for Objecting to Assessment: <i>(Additional sheet should be used and attached if needed)</i> | |
| B. Basis for Your Estimate of What Full Value Should Be: <i>as prescribed in sec. 70.32(1), Wis. Stats., shall be included for the property in question. (Additional sheets should be used and attached if needed.)</i> | |
| In the Last Five Years, Has the Property Been (Check What Applies and Enclose Two Copies of Documents): <input type="checkbox"/> Appraised for any Reason <input type="checkbox"/> Sold <input type="checkbox"/> Had Marketing Opinions <input type="checkbox"/> Offered for Sale <input type="checkbox"/> Listed | |
| Date of Appraisal: | Real Estate Value Estimate by Appraisal: |
| Name/Telephone # of Appraiser: | |
| If you would like to discuss your objection informally prior to the State Board of Assessors' (BOA) action, please contact the district office where the property is located. | |
| Section 70.995 (8)(c)2. Wis. Stats., allows you to submit additional information within 60 days of your appeal to the BOA to consider in reviewing the appeal. In order for the BOA to expedite the appeal process for you, answer the following question: Do you intend to submit supplemental information to support documentation provided in Sec. 2, A and B to the BOA within 60 days of the appeal date? <i>(circle one)</i> Yes No If Yes, when will the supplemental information be supplied? <i>(date)</i> _____ (If yes, please mail all supplemental information to the BOA office at address listed on page 1.) | |

INDICATORS OF VALUE

The statutory standard in valuing property for assessment purposes is "...at the full value which could ordinarily be obtained therefor at private sale. In determining the value, the assessor shall consider recent arm's-length sales of the property to be assessed if according to professionally acceptable appraisal practices those sales conform to recent arm's-length sales of the reasonably comparable property; recent arm's-length sales of reasonably comparable property; and all factors that, according to professionally acceptable appraisal practices, affect the value of the property to be assessed." (Sec. 70.32 (1) Wis. Stats.)

RECENT SALE

If there has been a recent sale, please provide us with the sale price, the names and relationships between the grantor and grantee, the date of the sale, the type of market exposure, the length of time on the market, any personal property or goodwill included in the sale price, the type of transfer (purchase, merger, stock transfer, etc.), the terms of the financing and the basis for the value (book value, independent appraisal, etc.). You should also provide us with a list of changes (and their cost) made to the property between the sale date and the January 1 assessment date.

REASONABLY COMPARABLE SALES

The courts have stated that, in absence of a sale of the subject property, sales of reasonably comparable properties must be considered. Types of information you might provide would include the names of grantor and grantee, location of the property, date of sale, sale price (of the real property only), any special circumstances (financing, compulsion to buy or sell the property), the total area of land and of the building, type of use (warehousing, office, light or heavy manufacturing), the intended use or changing use of the property, the type of construction, age and condition, ceiling heights, number of stories and bay sizes.

It is essential that the properties used as reasonably comparable be as similar as possible to the subject property. You should consider the differences between these comparables and your property and give us your estimate of market value considering those differences. Case law states that comparability is measured in the adjustment process. Specific and detailed adjustments for differences must be shown in order to substantiate comparability.

COST APPROACH TO MARKET VALUE

In addition to considering the sales of like property, you should consider the original cost (adjusted for inflation and depreciation). This would be a good indicator of value if the building has recently been built. You should provide us with your actual costs and some indication whether you contracted out the work, built part yourself or acted as general contractor.

Another alternative would be to use a current cost service and estimate the reproduction/replacement

cost new (RCN) of your building and subtracting for the physical, functional and economic obsolescences the property suffers. This is one of the methods the Department of Revenue (DOR) uses and during our field audit we do review the physical problems the building suffers, the problems with plant layout, bay sizes, ceiling heights, and problems with the neighborhood, transportation access, etc.

INCOME APPROACH TO MARKET VALUE

There are some types of properties where any analysis of the potential income will produce a good indicator of market value. One of the problems typically encountered is the issue of long-term leases which produce a contract rent no longer favorable in the current market place. This, in effect, has split the market value of the property between the lessor (the market value of the contract rent) and the lessee (the value resulting from having a low rent guaranteed). The courts have determined that we should be looking at the market rent of a property, not necessarily the contract rent, when setting a market value for equitable assessment.

The information you should submit would include your actual rents, vacancy ratios, expenses and your estimate of the capitalization rate which converts the annual net rent to an estimate of market value. You should review what current market rents are for properties similar to yours, what are market vacancy ratios and average expenses. To estimate the capitalization rate you should list properties that have sold which were rented, thereby developing the rate from market data. As with reasonably comparable sales, you should take into account similarities and differences between your properties and those used as comparables.

OTHER INDICATORS OF VALUE

Providing an independent appraisal is beneficial. It is important that you consider the purpose of that appraisal (was it for insurance, liquidation, condemnation, potential sale, etc.) and when the date of the appraisal was. One-page estimates of value without any supporting information would not be given very much weight in our review.

Any other aspects of the property, or changes to the property we may not have been aware of should be pointed out at this stage as well