

General Instructions – provide the requested information. Send the completed original form to the municipal clerk. Include all actions occurring after issuing Notices of Assessment. Do not include Board of Review changes. Save a copy for your records.

How to Report:

Column 1: Enter objector’s name (property owner and/or agent)

Column 2: Enter parcel number and/or computer number

Column 3: Enter original assessment amount and select class

Column 4: Enter final assessment amount and select class

Column 5: Select reason the property owner/agent is requesting a change in assessment or classification

Column 6: Check the appropriate box

Note – if you checked “No”:
 – Do not fill in Col. 4 “Finalized Assessment”
 – Fill in the Col. 7 “Assessor’s Basis”

Column 7: Select explanation to justify the action taken

| Section 1: Municipal Information | | | |
|---|--|--------|-------------------|
| Taxation district <i>(check one)</i> | <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City | County | Date (mm-dd-yyyy) |
| Enter municipality → | | - | - |
| Assessor name | | | |

| Section 2: Appeal Information | | | | | | | | |
|--|---|-------------------------------|-------|----------------------------|-------|--|--|--|
| Col. 1 Name <i>(Property Owner and/or Agent)</i> | Col. 2 Parcel No. and/or Computer No. | Col. 3 Original Assessment | | Col. 4 Final Assessment | | Col. 5 Reason for Request to Change Assessment | Col. 6 Adjust Yes or No | Col. 7 Assessor’s Basis for Action Taken |
| | | | Class | Amount | Class | | | |
| | Parcel number | Land | \$ | | \$ | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | Land | \$ | | \$ | | | |
| | | Land | \$ | | \$ | | | |
| | | Land | \$ | | \$ | | | |
| | | Land | \$ | | \$ | | | |
| | Computer number | Improvements | \$ | | \$ | | | |
| | | Improvements | \$ | | \$ | | | |
| | | Total Real Estate | \$ | | \$ | | | |
| | | Personal Property | \$ | | \$ | | | |
| | Parcel number | Land | \$ | | \$ | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | Land | \$ | | \$ | | | |
| | | Land | \$ | | \$ | | | |
| | | Land | \$ | | \$ | | | |
| | | Land | \$ | | \$ | | | |
| | Computer number | Improvements | \$ | | \$ | | | |
| | | Improvements | \$ | | \$ | | | |
| | | Total Real Estate | \$ | | \$ | | | |
| | | Personal Property | \$ | | \$ | | | |
| | Parcel number | Land | \$ | | \$ | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | Land | \$ | | \$ | | | |
| | | Land | \$ | | \$ | | | |
| | | Land | \$ | | \$ | | | |
| | | Land | \$ | | \$ | | | |
| | Computer number | Improvements | \$ | | \$ | | | |
| | | Improvements | \$ | | \$ | | | |
| | | Total Real Estate | \$ | | \$ | | | |
| | | Personal Property | \$ | | \$ | | | |

| Section 3: Assessment Totals for Entire Municipality | | | |
|--|-----------------|--------------|--|
| Before Open Book | After Open Book | Total Change | |