

**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 (check one)	<input type="checkbox"/> Town	<input type="checkbox"/> Village	<input type="checkbox"/> City	County	Date (mm-dd-yyyy)	Assessor name
Enter municipality →						

**Section 2: Property Owner / Agent 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
		Amount	Class	Amount	Class		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Parcel number	Land	\$	\$			<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Improvements	\$	\$				
	Computer number	Total Real Estate	\$	\$				
		Personal Property	\$	\$				
	Parcel number	Land	\$	\$			<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Improvements	\$	\$				
	Computer number	Total Real Estate	\$	\$				
		Personal Property	\$	\$				
	Parcel number	Land	\$	\$			<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Improvements	\$	\$				
	Computer number	Total Real Estate	\$	\$				
		Personal Property	\$	\$				
	Parcel number	Land	\$	\$			<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Improvements	\$	\$				
	Computer number	Total Real Estate	\$	\$				
		Personal Property	\$	\$				
	Parcel number	Land	\$	\$			<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Improvements	\$	\$				
	Computer number	Total Real Estate	\$	\$				
		Personal Property	\$	\$				

**Section 3: Assessment Totals for Entire Municipality**

Before Open Book	After Open Book	Total Change	
------------------	-----------------	--------------	--