

**2026**

**Provide Assessment Data  
Manual (PAD)**



## Table of Contents

I. Introduction . . . . .	3
II. General Instructions . . . . .	3
A. Analyzing a sale in PAD . . . . .	3
B. Accessing the PAD Application . . . . .	4
III. Assessor Summary Page . . . . .	4
View/Submit PAD . . . . .	4
IV. Sales Search Page . . . . .	5
A. PAD Sales Search . . . . .	5
B. PAD Sales Search Results . . . . .	5
C. PAD Sales Search Results Options . . . . .	6
V. Submitting PAD . . . . .	6
A. Sale Validation Information . . . . .	6
B. Sale Attributes – Use/Reject Codes. . . . .	8
C. Sale Attributes – Property Classes . . . . .	9
D. Sale Attributes – Property Information. . . . .	10
E. Property Type – Property structure category . . . . .	10
F. Property Type – Primary structure code . . . . .	10
G. Property Type – Commercial Buildings. . . . .	11
H. Summary. . . . .	11
I. Confirm Submission . . . . .	12
J. Confirmation . . . . .	12
VI. Guidelines for Market and Ratio Sales Analysis . . . . .	12
Guidelines . . . . .	12
VII. Reject Codes . . . . .	13
VIII. Reject Code Descriptions . . . . .	15
A. 10 – Insufficient Market Exposure . . . . .	15
B. 20 – Insufficient knowledge of buyer/seller . . . . .	16
C. 30 – Compulsion . . . . .	16
D. 40 – Non-typical financing . . . . .	17
E. 50 – Incomplete bundle of rights . . . . .	18
F. 70 – Assessment/sale ratio rejection codes . . . . .	19
IX. Resources and Contact Information. . . . .	20

## I. Introduction

After an electronic Real Estate Transfer Return (RETR) is filed, the Wisconsin Department of Revenue (DOR) conducts an automated review generating a list of RETRs that are potentially either arm's length or not arm's length. The list is termed potential since you, the assessor, must determine whether a transfer is arm's length.

If a transfer is initially identified as arm's length, you must act in PAD. Prior to addressing those sales in PAD, you must first review the transfers identified as not arm's length to confirm the rejection. You can view them in MTA. If you determine that a transfer initially rejected by DOR is arm's length, contact the [Equalization Bureau District Office](#) in your area and we will place the transfer into PAD for you to submit.

DOR created PAD to streamline information gathered on assessments, property types attribute data, and to give assessors the ability to submit assessment and sales information electronically. It also provides assessors access to statewide sales data that indicates which sales were determined to be useable as arm's length market sales and valid for ratio purposes.

### Purpose of manual

These instructions are intended to explain how to enter assessment data and parcel level attribute data in PAD and briefly discuss how to determine if you should consider a sale useable for arm's length and ratio purposes.

- For an in-depth analysis on how to determine if you should consider a sale arm's length and if it is useable for ratio purposes, review Section IV of this manual, "Entering Data in the PAD Application"
- For information on arm's length sales, review Chapter 14 of the [Wisconsin Property Assessment Manual \(WPAM\)](#)

## II. General Instructions

### A. Analyzing a sale in PAD

#### 1. Determine if any manufacturing is involved in the sale

##### If it does:

- a. Select "Yes" indicating manufacturing is involved in the sale
- b. You do not need to provide any further information for this sale
- c. Submit the sale

#### 2. Provide validation information about the sale

- a. Dropdown menus offer typical choices about the validation steps
- b. Choose "Other" if the dropdown menu does not adequately describe the situation

#### 3. Determine if the sale is an arm's length (market) transaction

- a. If the sale is an arm's length transaction
  - » In the arm's length field, use code 00
- b. If the sale **is not** an arm's length transaction
  - » In the arm's length field, reject the sale and enter the appropriate reject code

#### 4. You must also determine if the sale is useable for ratio purposes

- a. In the Ratio field, report whether the sale is useable for ratio purposes
  - » **Note:** If the January 1 assessment is not representative of the property that sold, reject the sale for ratio purposes

# Provide Assessment Data Manual

## 5. Provide the property class(es) and assessment information

- a. Select property classification(s) included in the sale
  - » Enter their respective acres per class
  - » Identify the primary class of the sale
- b. Determine water influence in sale
- c. Fill in assessments – land, improvements, and total

## 6. Enter the improvement attribute data for each Class 2 (Commercial) parcel in the sale

- o Vacant parcels are not required to provide attribute data

## B. Accessing the PAD Application

### 1. My Tax Account (MTA)

- a. You must be registered in MTA to access PAD
- b. Visit the DOR [Assessor](#) page for registration instructions and video assistance

### 2. Logging in to MTA – from DOR’s website

- a. Click the "My Tax Account" button under "Online Services" on the DOR [home page](#)
- b. Enter your registered username and password to access your Summary page in MTA

## III. Assessor Summary Page

Welcome, **JAMES BADGER**  
Manage My Profile 1

**JAMES BADGER**  
Badgerwiappraisals@test.com  
+1 (605) 555-1234

Summary

---

**JAMES BADGER**  
Badgerwiappraisals@test.com  
+1 (605) 555-1234

**Property Assessor**

- [View/Submit PAD \(Provide Assessment Data\)](#)
- [Search Wisconsin Property Data](#)
- [View Assessor Sales Reports](#)

## View/Submit PAD

### Use this link to start the PAD process:

- Only counties and municipalities assigned to the registered user are available within a search
- Allows for re-submission of previously submitted PAD sales if box is checked
- Results sorted by municipality, then date conveyed, if search included county only
- Fields with \* are required throughout submission; entry into non-required fields refines result output

## IV. Sales Search Page

### A. PAD Sales Search

#### Sales search

Search options

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
County	Municipality	Receipt Number	Document Number	Conveyance Date

County  
Iowa

Conveyance date (from) 01-Jan-2025  
Conveyance date (to)

Include returns with previously submitted PAD data

Search

**Include returns with previously submitted PAD data** – you must check the box to include results in the search. Default sales search does not include sales with previously submitted PAD data.

#### Sales search options include:

- **County** – your assigned county; refine with conveyance dates and previously submitted PAD
- **Municipality** – your assigned municipalities within a county; refine with conveyance dates and previously submitted PAD
- **Receipt Number** – a specific sale receipt number
- **Document Number** – a county document recording number
- **Conveyance Date** – a range of conveyance dates; refine with previously submitted PAD

### B. PAD Sales Search Results

45 returns found

#### Results

Help Filter

Receipt #	Document #	Date Conveyed	Date Completed	Parcel Number	Physical Address	
Iowa > Dodgeville, City of						
8NOHD	393647	02-Jan-2026	12-Jan-2026	216 0377.0	101 N. Iowa Sreet	Re-submit PAD
8ONEL	393665	08-Jan-2026		216 0011.A	308 W. Division Street	Submit PAD
8ONAV	393666	09-Jan-2026		216 1518.08	704 Prairie Hills Drive	Submit PAD
1-311-878-880	393686	12-Jan-2026		216 0348.0	110 DIAGONAL STREET	Submit PAD

#### Sales search results include:

- **Receipt #** – unique sale identification number
- **Document #** – document number associated with the county register of deeds
- **Date Conveyed** – legal date of property ownership transfer
- **Date Completed** – date of previous PAD submission
- **Parcel Number** – local parcel number listed first on the sale return
- **Physical Address** – physical address of the property being conveyed

**Note:** Sales results default to Date Conveyed order

# Provide Assessment Data Manual

## Sales search result configuration options include:

- **Filter** – refine results on key word in returns found
- **Sort** – Proceed to the next step
- **Sizing** – click and drag the column width lines to resize

## C. PAD Sales Search Results Options

45 returns found

Results Help

Receipt #	Document #	Date Conveyed	Date Completed	Parcel Number	Physical Address	
Iowa > Dodgeville, City of						
8NOHD	393647	02-Jan-2026	12-Jan-2026	216 0377.0	101 N. Iowa Sreet	<input type="button" value="Re-submit PAD"/>
8ONEL	393665	08-Jan-2026		216 0011.A	308 W. Division Street	<input type="button" value="Submit PAD"/>
8ONAV	393666	09-Jan-2026		216 1518.08	704 Prairie Hills Drive	<input type="button" value="Submit PAD"/>
1-311-878-880	393686	12-Jan-2026		216 0348.0	110 DIAGONAL STREET	<input type="button" value="Submit PAD"/>

## Sales search results include PAD submission options of:

- **Submit PAD** – sale has been posted as a possible arm's length sale; assessor must review for validity and ratio purposes
- **Re-submit PAD** – only available if included in the sale search; you must re-submit all fields from your previous submission

## V. Submitting PAD

### A. Sale Validation Information

It is your responsibility to determine if a sale is a valid arm's length market sale and field review all market sales to verify property attributes. This section gathers the validation information collected by you through your questionnaires, interviews, and/or field reviews. All questions require a response.

**Important:** It is **critical** to review legal descriptions and parcel numbers on the sale return to ensure submission of complete assessment data. Use the "View Return" button at any time to review information from the sale return.

**Sale Validation Information**

Is any manufacturing involved in this sale? \*

Did you receive a sale validation response? \* Sale validation date \*

Sale validation method \*

Sale validation source \*

Approximate time on market \*

Marketing method \*



# Provide Assessment Data Manual

## Determine if the sale includes any parcels classified as manufacturing

- If yes – click "Yes," then "Next." You do not have to take further action regarding this sale.
- If no – click "No" and proceed to the next question


Is any manufacturing involved in this sale? \*

Yes	No
-----	----

## Did you receive a sale validation response?

- If yes – click "Yes"
- If no – click "No" and proceed to the next question
- Enter a sale validation date when you complete your review of the sale


Did you receive a sale validation response? \*      Sale validation date \*

Yes	No	Required 
-----	----	---

## Sale validation method

- Select the dropdown to view listed methods
- "Other" requires additional comments

Sale validation method \*

Required 

Required

Inspection - exterior

Inspection - on-site

Inspection - online information review

Inspection - virtual

In-person

Phone


Questionnaire/letter

Other

## Sale validation source

- Select the dropdown to view listed sources
- "Other" requires additional comments

Sale validation source \*

Required 

Required

Grantee

Grantee agent

Grantee/grantor

Grantee/grantor agents

Grantor

Grantor agent

Realtor

Other

# Provide Assessment Data Manual

## Approximate time on market

- Select the dropdown to view the approximate time listed on market.

Approximate time on market \*

Required

Required

Less than 30 days

30 - 90 days

91 - 180 days

181 - 270 days

271 - 365 days

Greater than 365 days

Unknown

## Marketing method

- Select the dropdown to view listed common sources
- "Other" requires additional comments
- Select "Next" to continue

Marketing method \*

Required

Required

For sale by owner

Realtor/broker

Other

## B. Sale Attributes – Use/Reject Codes

Use/Reject Codes

Arm's length \*

Required

Ratio \*

Required

## Arm's length

- Select the dropdown to view listed arm's length codes
- **Valid sale** – select "00" for a usable arm's length sale
- **Invalid sale** – select codes 11 through 59
- **Note:** All codes ending in "9" require a detailed comment

## Ratio

- Select the dropdown to view listed ratio codes
- **Usable sale** – select "00" for a usable for ratio sale
- **Non-usable sale** – select codes 71 through 79
- **Note:** All codes ending in "9" require a detailed comment

## C. Sale Attributes – Property Classes

### Class

- Click inside the field to view listed possible classes of property
- **Note:** If multiple classes, continue to click in the "Class" box to view additional classes

Property Classes		
Class*	Acres*	Primary class*
		<input type="radio"/>

Class\*

Residential (Class 1)  
Commercial (Class 2)  
Manufacturing (Class 3)  
Agricultural (Class 4)  
Undeveloped land (Class 5)  
Agricultural forest (Class 5m)  
Productive forest land (Class 6)  
Other (Class 7)

### Acres

- Click inside the field to enter respective class acres.

Acres
* 0.00

### Primary Class

- Select the button on the line associated with the primary class of the sale
- In some cases (ex: code 74, which may consist entirely of exempt land) there may not be any actual class in the assessment roll. Use the most applicable class.

Primary class
* <input type="radio"/>

## D. Sale Attributes – Property Information

**Property Information**

Water influence? \*

Yes	No
-----	----

Assessment - land

Assessment - improvements

Assessment - total

### Water influence

- If water frontage or water influence exists, select “Yes”

### Assessment – land

- Enter the post-BOR land assessment corresponding to the year of the sale
- If multiple parcels, combine land assessment values and enter total land value

### Assessment – improvements

- Enter the post-BOR improvement assessment corresponding to the year of the sale
- If multiple parcels, combine improvement assessment values and enter total improvement value

### Assessment – total

- Enter the post-BOR total assessment corresponding to the year of the sale
- If multiple parcels, combine total assessment values and enter total value

### Select "Next" to continue

## E. Property Type – Property structure category

This field auto-fills or determines logical choices based on your input for primary class and assessment value in Sale Attributes. If you do not see an appropriate choice, review your input from Sale Attributes.

**Property Type**

Property structure category \*

## F. Property Type – Primary structure code

This field auto-fills or determines logical choices based on the property structure category selection. If you do not see an appropriate choice, review your input from property structure category.

**Note:** If the primary class is commercial and has an improvement value, you must complete the attribute data for the improved parcels.

Primary structure code \*

# Provide Assessment Data Manual

## G. Property Type – Commercial Buildings

To start input of commercial building attribute data, click "+ Add a record" to create a record. If multiple buildings exist, continue to click "+ Add a record" to create additional records.

### Commercial Buildings

+ Add a record

---

### Commercial Buildings

X Year built (actual) *	Year built (effective) *	Total rentable square feet	Office space square feet	Gross building area square feet *
<input type="text" value="Required"/>	<input type="text" value="Required"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="Required"/>
Condition *	Exterior wall *	Number of stories *	Number of apartments	
<input type="text" value="Required"/>	<input type="text" value="Required"/>	<input type="text" value="Required"/>	<input type="text" value="0"/>	

Required fields are denoted with a red asterisk \*. Some responses require your specific input, while others require choosing from a list. The fields containing a chevron will have a list to choose from.

Select the "Next" key to continue

## H. Summary

This page displays all information input from Sales Validation, Sale Attributes, and Property Type.

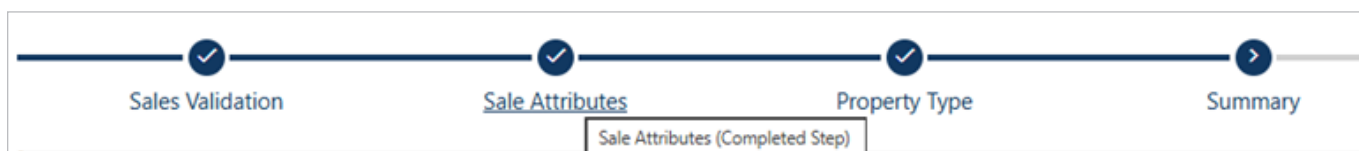
### Summary - Iowa County - 393665

Is any manufacturing involved in this sale? : No

<b>Sale Validation</b> Response received? : Yes - Date: 11-Jun-2026 Sale validation method : Inspection - on-site Sale validation source : Grantor Approximate time on market : Less than 30 days Marketing method : Realtor/broker	<b>Reject Codes</b> Arm's length : 00 - Usable for arm's length Ratio : 00 - Usable for ratio
<b>Sale Attributes</b> Primary class : Residential (Class 1) Classes : 1 Water influence? : No Land/improvements/total : \$30,000.00 / \$250,000.00 / \$280,000.00	<b>Property Type</b> Property structure category : Residential (1 to 3 units) Primary structure code : 112 - Colonial

## Progress tracker

If you find incorrect information, select the appropriate section from the progress tracker near the top of the screen to navigate directly to that section to correct the information.

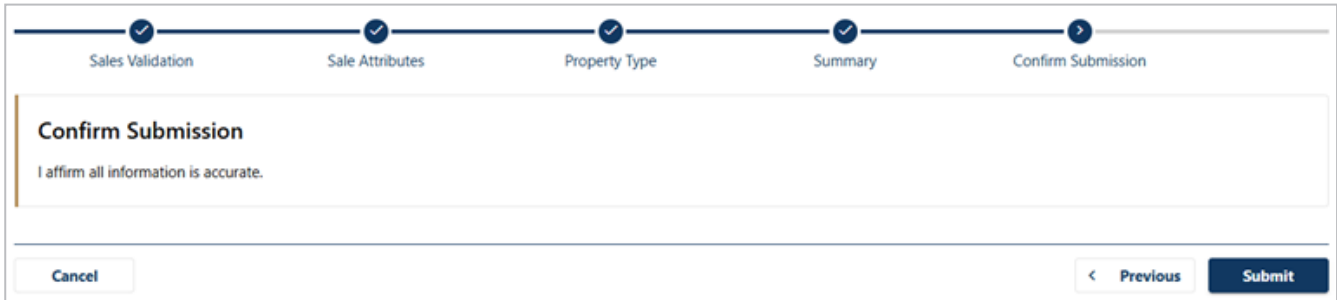


You may also use the buttons at the bottom of the page to navigate or cancel your submission.

Select "Next" to continue.

## I. Confirm Submission

Selecting "Submit" on this page affirms the information provided to DOR is accurate. You may re-submit data for this sale during the PAD submission period only. Information from selected fields in your submission will be available on our public search application.

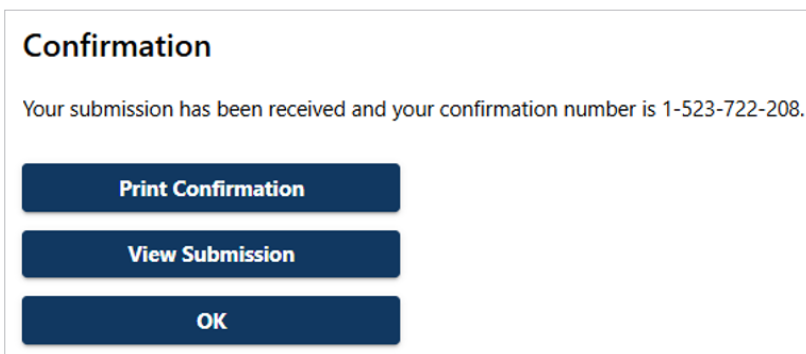


The screenshot shows a progress bar at the top with five steps: Sales Validation, Sale Attributes, Property Type, Summary, and Confirm Submission. The first four steps are marked with checkmarks, and the fifth step, 'Confirm Submission', is the active step. Below the progress bar, the text reads 'Confirm Submission' followed by 'I affirm all information is accurate.' At the bottom of the form, there are three buttons: 'Cancel', '< Previous', and 'Submit'.

## J. Confirmation

Your submission has been accepted. Your confirmation number is provided.

- Print Confirmation button allows you to print your confirmation number
- View Submission button allows you to view each page of your submission
- Select "OK" to return to the PAD Sales search page.



The screenshot shows a confirmation message: 'Your submission has been received and your confirmation number is 1-523-722-208.' Below the message are three dark blue buttons: 'Print Confirmation', 'View Submission', and 'OK'.

## VI. Guidelines for Market and Ratio Sales Analysis

### Guidelines

#### a. DOR established guidelines/criteria for analyzing sales since not all real estate transactions are:

- Arm's length sales and useable as comparable sales
- Useable arm's length sales are also useable for ratio analysis

#### b. Analyzing a sale

- Assessor should use these guidelines to determine which sales are arm's length (useable market sales) and which sales are useable for ratio purposes
- To analyze a sale, you must decide if the sale price represents market value
  - » Market value definition - the most probable sale price of a property in terms of money in a competitive and open market, assuming that the buyer and seller are acting prudently and knowledgeably, allowing sufficient time for the sale, and assuming that the transaction is not affected by undue pressures
- You may reject a sale for use as an arm's length sale and for ratio purposes - if a component of the "bundle of rights" is not present or the transaction's circumstances produce a "sale price" not showing the property's full market value

**c. Analyzing a sale in the PAD application is a two-step process, you must determine if the sale is:**

- **An arm's length (market) transaction**
  - » If rejected as an arm's length sale, it is always rejected for ratio purposes
  - » If useable as an arm's length sale, you must review the sale and corresponding assessment for ratio comparison
- **Useable for ratio purposes**
  - » If the January 1 assessment is not representative of the property that sold, the sale should be rejected for ratio purposes

**d. Note: During the sale verification process, you must determine whether the specific sale is a market or non-market transaction**

- If you determine the sale is non-market, use the most appropriate reject code
- If a sale was initially rejected, but on further verification is determined to meet reasonable market criteria, you should re-submit the sale in PAD
- For additional information on sales analysis and reject criteria, review Chapter 7 and 14 of the [Wisconsin Property Assessment Manual](#)

## VII. Reject Codes

The following table contains the reject codes and a brief explanation of each code. After the chart, there are in-depth code descriptions. The codes are grouped by the five characteristics that determine whether a transaction is a "market value" sale.

Reject codes – use these reject codes when the sale is not an arm's length (market value) sale		
<b>10 – Insufficient market exposure</b>		
Reject Code No.	Name	Description
11	Fulfillment of land contract	Original land contract was established in a prior year
12	Gift	Title transfer made without total or partial compensation
13	To an exempt organization or government (ex: church, town, village, city, state, federal)	DOR considers sales from an exempt organization or government to be a market sale
14	Exempt from fee	See state law (sec. 77.25 Wis. Stats.) for specifics
15	Family, inheritance, will sales for nominal or no consideration	May be valid arm's length - need to investigate
16	Inter-corporate/Shareholder	Sale transfers title to another party under the same company umbrella
17	Convenience, joint tenancy or trust	Sale is transfer of property to change or create title. No consideration involved.
19	Other	Use of this code requires an explanation in the "Comments" area
<b>20 – Insufficient knowledge of buyer/seller</b>		
Reject Code No.	Name	Description
21	About real estate in general	Buyer or seller is uninformed of the real estate market
22	About the specific property	Buyer or seller is uninformed of property defects
29	Knowledge - other	Use of this code requires an explanation in the "Comments" area

# Provide Assessment Data Manual

Reject codes – use these reject codes when the sale is not an arm’s length (market value) sale		
<b>30 – Compulsion</b>		
Reject Code No.	Name	Description
31	Plottage/assemblage	<ul style="list-style-type: none"> <li>• Plottage is two or more sites combined to produce greater utility</li> <li>• Assemblage is combining two or more parcels (usually but not necessarily contiguous) into one ownership or use</li> </ul>
32	Tax, sheriff or judicial	Implies transfer of title involuntarily of the owner - would include foreclosures
33	To a relocation company	Indicates grantor is under duress to sell and move to a new location
39	Other	Use of this code requires an explanation in the “Comments” area
<b>40 – Non-typical financing</b>		
Reject Code No.	Name	Description
41	Exchange	Trading of property, no money involved
42	Excess liens	Selling price may include value of liens (ex: delinquent taxes or special assessments)
49	Other	Use of this code requires an explanation in the “Comments” area
<b>50 – Incomplete bundle of rights</b>		
Reject Code No.	Name	Description
51	Correction deed	Correct error of a prior deed
52	Life estate	Life estate in the property is retained by someone other than the grantee
53	Partial interests	Divided or undivided rights that represent less than the whole parcel
54	Time share	Limited ownership interests in, or the rights of use and occupancy of property
55	Business value	Enhancement from intangible personal property (ex: marketing, management skill, trade names)
56	Personal property	Identifiable portable and tangible objects that are “personal” and not part of the real estate, but are included in the sale
59	Other	Use of this code requires an explanation in the “Comments” area
<b>70 – Assessment/sale ratio rejection codes</b>		
Reject Code No.	Name	Description
71	Split parcels	No separate assessment on the current assessment roll for the parcel that sold
72	Multiple districts	Sale includes properties in more than one county/municipality
73	Classes - 4, 5, 5m, 6 or 7	Assessment includes land assessed as classes 4, 5, 5m, 6 or 7
74	Exempt classes - MFL, PFC	Sale includes lands enrolled in the Managed Forest Land or Private Forest Crop programs
75	New constructions/remodel or demolition after Jan. 1	Sale property changed between the January 1 assessment date and the date of sale
76	Mixed classes	Review descriptions and table at the end of this document for use/reject rules (if more than one class of property assessed)
78	Prior year’s sale	Sale was conveyed prior to the current year
79	Other	Use of this code requires an explanation in the “Comments” area

## VIII. Reject Code Descriptions

### The following descriptions:

- Reflect categories of real estate transfers that are typically non-market sales (ex: rejected for arm's length)
- Are not rigid rules used to always reject sales

### A. 10 – Insufficient Market Exposure

#### Reject code 11 – Fulfillment of land contract

##### If the original land contract:

- Was established in a prior year, you should reject the sale resulting from the deed in satisfaction of the original land contract
- And the deed in satisfaction are occurring in the same year, use the original land contract sale if it is an arm's length sale and reject the deed in satisfaction to eliminate duplication of sales

#### Reject code 12 – Gift

- This type of transfer implies that this is not a sale, but rather a title transfer made with little or no monetary compensation
- It may be a total or partial gift – if the transfer is made without full consideration, you should reject the sale

#### Reject code 13 – To an exempt organization or government

- This type of transfer is more likely a reject sale if the exempt (charitable/non-profit) organization or government body is purchasing rather than selling the property
- Many times the "sale" to this type of organization is part gift due to a donated value
- Transfers to a government agency may be forced sales (ex: condemnation or tax deeds)
- If the government is acquiring the property for specific purposes, the sale price may include other compensation (ex: damages)

#### Reject code 14 – Exempt from fee

- A transfer that is exempt from the Real Estate Transfer Fee by definition not arm's length transactions
- Exemptions are found in Chapter 77.25 of the Wisconsin State Statutes
- Some transfers exempt from the payment of fee (those in 77.25(1), (2r), (4) or (11)) are not required to file a Real Estate Transfer Return
- Several fee exemptions
  - Are more clearly defined in other reject codes on this list (ex: correction deeds, foreclosure)
- Code these types of transactions to the reject code that most clearly defines the rejection reason

#### Reject code 15 – Family, inheritance, will

- You must verify transfers between family members to determine whether they should be rejected or whether they are acceptable as an arm's length sale
- Transfers between family members for nominal or no consideration are exempt from the transfer fee (reject code 14, Chapter 77.25(8) and (8m)). You must identify them with this reject code.
- You must verify transfers where the grantor is an estate to determine whether the title transfer is due to the will/ inheritance or if there is duress involved to satisfy the debts of the deceased. If the grantee is an executor or trustee, and the sale price is not representative of market value, the transfer is likely not an arm's length sale.
- **Note:** Since conveyances "By will, descent or survivorship" are exempt from the real estate transfer fee (77.25(11) and are also exempt from filing the Real Estate Transfer Return, the change in ownership may not be readily evident

## **Reject code 16 – Inter-corporate/shareholder**

- Inter-corporate indicates the sale is transferring title to another party under the same company umbrella
- Sales to shareholders are not arm's length sales
- Both types of transfers are usually made at prices favorable to the buyer or may indicate a value assigned for accounting purposes
- Presence of corporate names as grantors and grantees does not by itself indicate rejection as an arm's length sale, but indicates that you may need to further investigate

## **Reject code 17 – Convenience, joint tenancy or trust**

- Property transfers to change the legally titled ownership (ex: joint tenancy for marital property or trust for estate planning) do not reflect an ownership transfer of the property
- There is usually an indication on the deed or real estate transfer return when a transaction occurs to create joint tenancy
- Transfer from an individual to a trust may be easy to identify if the trust name includes the names of the individuals
- If a trust is the grantee and it is not evident that the grantor(s) are trustees, some investigation is necessary to determine if it is simply a transfer of title or if it is an arm's length sale
- If the trust existed before the sale, any property purchased by the trustees could be titled to the trust rather than the trustees individually

## **Reject code 19 – Insufficient market exposure – other**

If a sale is not an arm's length transaction due to insufficient market exposure and the reason is not identified by codes 11 through 17, use reject code 19 and explain the rejection reason.

## **B. 20 – Insufficient knowledge of buyer/seller**

### **Reject code 21 – About real estate in general**

- While it may be rare to find a grantor or grantee so ill informed about real estate value that the sale is deemed to be a reject, it is a possibility
- To Verify the buyer's or seller's knowledge you must question the parties involved and most likely the buyer and seller
- If there is a low selling price, the grantee may not admit the seller was uninformed and the grantee "got a good deal"

### **Reject code 22 – About the specific property**

- This situation may occur if there are conditions affecting the value of the sale property whether the conditions are physically located on the property or not.
- Conditions would not normally be readily evident (ex: contamination, hidden defects, economic factors)
- To reject a sale as a non-market sale, either the buyer or seller must be unaware of the condition and therefore, unaware of its effect on the property's value

### **Reject code 29 – Insufficient knowledge – other**

If a sale is not an arm's length transaction due to an uninformed buyer or seller and the reason is not identified by codes 21 or 22, use reject code 29 and explain the rejection reason.

## **C. 30 – Compulsion**

### **Reject code 31 – Plottage/assemblage**

- Plottage – combining two or more sites under a single ownership to develop one site with greater utility and unit value in the aggregate than when each is separately considered
- Assemblage – merging adjacent properties into one common ownership or use

## Reject code 32 – Tax, sheriff or judicial

Tax deed, sheriff sale or judicial sale each imply title transfer without the owner's consent.

### 1. Tax deed

- Transfer of property to the county due to delinquent property taxes
- Exempt from the real estate transfer fee and also exempt from filing the transfer (Chapter 77.25(4))
- Counties selling the property may convey the title with a quit claim deed issued to the highest bidder on sealed bids

### 2. Sheriff or judicial sale

- Usually result from a foreclosure action by the party holding the property's mortgage
- If the property was used as security for a debt, foreclosure is the creditor's means of recouping an investment when the financial obligations aren't met.
- Consideration for this type of sale may have no relationship to the property's value itself and more likely indicates the financial interest of the mortgager
- Do not automatically reject post foreclosure sales. You must verify these sales to determine whether the sale is a market or non-market transaction.

## Reject code 33 – To a relocation company

### Relocation company

- Facilitates the relocation of individuals and families for employment-related moves
- Handles the sale of the employee's home and purchase of a new home

**Note:** Some companies buy the employees' property directly without the relocation company.

## Reject code 39 – Compulsion - other

If a sale is not an arm's length transaction due to compulsion by either the buyer or the seller, and that reason is not identified by codes 31-33, use reject code 39 and explain the reason for rejection.

## D. 40 – Non-typical financing

### Reject code 41 – Exchange

- You may indicate "Exchange" on the Real Estate Transfer Return for a variety of property transfers or sales
- **Example:** Simple swap of properties with or without additional consideration
  - "It is important to verify the exchange type that took place and the total value of the real estate involved"
- If the consideration shown on the Real Estate Transfer Return is only the additional consideration above and beyond the value of the property involved in the exchange, you should reject the sale
- **Note:** Some sales identified as "Exchanges" on the Real Estate Transfer Return are arm's length transactions
- **Example:** Deferred Like-Kind Exchange described in Section 1031 of the Internal Revenue Code
  - This exchange is essentially the sale of one investment property and the purchase of another within certain time periods
  - Transactions must follow the strict rules contained in Section 1031, including the types of property and allowable time frames
  - Advantage of this "exchange" is that the payment of the capital gains tax due is postponed
  - Generally, both the sale of the relinquished property and the purchase of the replacement property are separately negotiated transactions. You should not reject these transactions.

### Reject code 42 – Excess liens

- Claim against a property where the property itself is security for payment of the debt
- It is an encumbrance on the title
- May be voluntary (with the consent of the owner) as with a mortgage, or involuntary, such as a mechanic's lien
- May entitle the creditor to have the property sold to satisfy the debt. In this situation, you should reject the sale as a non-arm's length sale.

## **Reject code 49 – Non-typical financing - other**

Any other factors related to the financing of sale property that render the sale non-arm's length, reject with code 49 and the explain the reason.

## **E. 50 – Incomplete bundle of rights**

### **Reject code 51 – Correction deed**

- Use to correct errors in a prior deed
- Correction may be in the legal description, names, consideration or other areas of the original document
- It is important to check the original sale, if possible, and determine whether the original sale's use or reject status changed with the corrected information
- If the original sale is a current year's sale and has not yet been processed in PAD (Provide Assessment Data), note the corrections in the Comments section as the sale is processed
- If the sale has already been processed, notify DOR of the correction and any change in the assessment and the use/reject status of the sale. You should reject the correction deed.

### **Reject code 52 – Life estate**

- A life estate is defined as the total rights of use, occupancy, and control, limited to the lifetime of a designated party (The Appraisal of Real Estate, Eleventh Edition, page 137)
- This type of partial interest is usually (but not always) indicated on the Real Estate Transfer Return

### **Reject code 53 – Partial interest**

- Conveyance of a fractional share of a property by the named grantor
- It may be all the interest of the named grantor (ex: one-half interest) or a conveyance of some specific ownership interest (ex: timber, mineral or air rights)
- Does not include an original land contract which sometimes indicates "land contract interest" because a warranty
- **Note:** If separate sales of the same property are recorded, from different grantors to the same grantee, it may indicate all interests in the sale have transferred.
  - Such sales may be useable for ratio purposes
  - Notify your district Equalization office of those sales
- District office will combine the sales, reject all but one, and ask for the assessment of just that one sale

### **Transferable development right (TDR)**

- Development right that is separated from a landowner's bundle of rights and transferred to another landowner (The Appraisal of Real Estate, Eleventh Edition, page 137)
- Most common use of TDRs is for preservation of agricultural production or open space
- You would reject the sale of the TDR itself as a partial interest sale
- **Note:** Existence or absence of the TDR on any particular piece of property is not a reason to reject the sale of that property for partial interest

### **Conservation easement**

- Voluntary, legally binding agreement that limits certain types of uses or prevents development from taking place on a piece of property now and in the future, while protecting the property's ecological or open-space values
- Grantee of the easement conveyance is typically a conservation group or trust, or a government agency
- Sale of the easement may be a partial or complete gift with income tax benefits for the grantor
- You should reject the conveyance of the easement itself under code 53 (partial interest)
- Sales of property with existing easements are likely arm's length transactions. Do not reject these simply because of the existing easement

## **Reject code 54 – Time share**

Timesharing involves the sale of either limited ownership interests in, or rights to use and occupy residential apartments or hotel rooms. You should reject any time share transfer with this reject code.

## **Reject code 55 – Business value**

- Business value is sometimes referred to as business enterprise value, going-concern value, blue sky or goodwill
- Value created by an established operation – value enhancement resulting from items of intangibles (ex: marketing and management skill, assembled work force, working capital, trade names, non-realty related contracts or leases, and some operating agreements)

### **Note:**

- It is important to note that this value may or may not be included in the total value of the real estate listed on the Real Estate Transfer Return
- To determine whether the sale is a useable, arm's length sale for real estate valuation, it is important to separate any non-real estate components of the sale (ex: "business value" that may be included in the sale price)
- If this "business value" is included in the consideration on the Real Estate Transfer Return and cannot be determined and separated from the value of the real estate, you should reject the sale

## **Reject code 56 – Personal property**

- Personal property as defined under state law (sec. 70.04, Wis. Stats.), includes: all goods, wares, merchandise, chattels, and effects, of any nature or description, having any real or marketable value, and not included in the term "real property"
- To determine whether the sale is a useable, arm's length sale for real estate valuation, it is important to separate any non-real estate components of the sale, including any personal property or inventory which may be included in the sale price
- If the value of these items is included in the consideration on the Real Estate Transfer Return and cannot be determined and separated from the value of the real estate the sale should be rejected. The sale may be useable if the actual value of the personal property can be verified.

## **Reject code 59 – Incomplete bundle of rights – other**

If there is a component of the bundle of rights that is not present in the sale and is not addressed in reject codes 51 through 56 the sale should be rejected using code 59. The reason for the rejection must be explained.

## **F. 70 – Assessment/sale ratio rejection codes**

### **Reject code 71 – Parcel split**

- Reject a sale involving a parcel that is not separately described in the assessment roll, with code 71
- This would be a sale of a portion of a parcel described in the assessment roll
- Review the legal description to be sure of a valid comparison rather than relying simply on the parcel number supplied on the Real Estate Transfer
- Do not prorate the assessment to use for comparison in the assessment/sales ratio
- Includes a condominium sale that does not have a separate land assessment

### **Reject code 72 – Multiple districts**

If the sale contains property in two or more municipalities, there is not a useable assessment/sales ratio and you must reject the sale using reject code 72.

### **Reject code 73 – Non-market class of 4 or 5 or 5m**

Since the law dictates that classes 4, 5 and 5m are not assessed at market value, there is no valid assessment/sales ratio of these classes. Reject the sales of properties that contain Class 4, 5 or 5m property using reject code 73.

# Provide Assessment Data Manual

## Reject code 74 – Exempt classes: MFL, PFC, or other exempt

- Sale that includes any land taxed under the Forest Crop Law (entered into the program prior to January 1, 1986) or Managed Forest Law has no assessment to compare for ratio purposes
- Even though a value is listed in the assessment roll, the assessment is not valid for ratio purposes
- Any other property that is exempt from general property tax (Federal, State, County or Other) does not have an assessed value. Use code 74 to reject these sales for ratio purposes.

## Reject code 75 – New construction/remodel after January 1

- If the improvements on the sale property have changed between January 1 and the sale date, reject the sale for ratio purposes
- This reject code is for sales that include changes to the improvements after January 1 of the current year
- Includes new construction, remodeling or demolition
- Verification of the change in the improvement status is necessary before rejecting a sale for reason 75
- Changes to the property before January 1 of the year of sale are not a basis for rejecting a sale

## Reject code 76 – Mixed classes

- Sales of property with more than one property class are usually rejected
- Reject any sale containing classes 4, 5 and 5m (see Reject Code 73)
- There is an exception to this rule – do not reject improved sales totaling less than 20 acres that are a combination of either Classes 1 and 6, or Classes 2 and 6, as a mixed class sale.

### Examples

# of Acres	Vacant/Improved	Property Classes	Use/Reject
Any	Vacant	All combinations	Reject
0-19	Improved	1 & 6 or 2 & 6	Predominant Class must be 1 or 2
0-19	Improved	All other combinations	Reject
20+	Improved	All	Reject

## Reject code 78 – Prior year sale

- Includes sales conveyed prior to the current year.

## Reject code 79 – Other

- Includes any other reason (not identified in codes 71 through 78) showing an assessment does not correspond to the property sold in a Market Value sale
- You must add comments when using this reject code
- **Note:** Do not use this solely because the ratio is out of line with other ratios in the municipality

## IX. Resources and Contact Information

- DOR website – [Assessor](#)
- Contact information – [Equalization district offices](#)
- [My Tax Account](#)
- [Subscribe to DOR E-News](#)