**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:
  - Yes
  - No
  - **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
  - Town
  - Village
  - City
- County
- Date (mm-dd-yyyy)
- Assessor name

**Section 2: Appeal Information**

<table>
<thead>
<tr>
<th>Col. 1</th>
<th>Col. 2</th>
<th>Col. 3</th>
<th>Col. 4</th>
<th>Col. 5</th>
<th>Col. 6</th>
<th>Col. 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Parcel No. and/or Computer No.</td>
<td>Original Assessment</td>
<td>Final Assessment</td>
<td>Reason for Request to Change Assessment</td>
<td>Adjust Yes or No</td>
<td>Assessor’s Basis for Action Taken</td>
</tr>
<tr>
<td></td>
<td>Land $</td>
<td>Improvements $</td>
<td>Total Real Estate $</td>
<td>Personal Property $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parcel number</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer number</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Before Open Book</th>
<th>After Open Book</th>
<th>Total Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>