

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)	Assessor name
Enter municipality →				-	-	

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
		Amount	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	
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