

**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)  Town  Village  City County \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_ Assessor name \_\_\_\_\_  
 Enter municipality → \_\_\_\_\_

**Section 2: Property Owner / Agent Information**

Col. 1 Name (Property Owner and/or Agent)	Col. 2 Parcel No. and/or Computer No.	Col. 3		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
		Original Assessment	Class	Amount	Class			
	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	
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