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Department's New Online Tool Helps You Find Property Value Appeal Sessions in Your Area Easily and Quickly

Also Find Your Clerk and Assessor Contact Information

The Wisconsin Department of Revenue has launched a new online tool which helps property owners easily find information about when and where they can appeal their property value. This new application also provides the contact information for the local Clerk and Assessor.

"Each municipality in Wisconsin is required to have an Open Book and Board of Review session, and this new tool helps property owners find the dates and times of when those are taking place quickly and easily," said Secretary Richard Chandler. "While municipalities are not required to enter information into our calendar, we hope they will participate in this initiative to improve customer service to our citizens."

To date, 803 municipalities (out of 1,852) have added their Open Book and Board of Review sessions to the new online tool.

To find your local property value appeal sessions or the contact information for your municipal Assessor and Clerk:

1. Go to our website at www.revenue.wi.gov and search keywords "Board of Review Calendar" (Direct link: [Board of Review Calendar](#))
2. Click **Inquiry for 2015** in the Property Owners box
3. Select your County from the drop down menu
4. Select your Municipality from the drop down menu
5. The contact information for the Clerk and Assessor will be displayed. If the municipality has entered Open Book and Board of Review dates, they will also be shown. If the municipality has not entered information into the Department of Revenue database, you can contact the Clerk or Assessor for the meeting information.

Property owners can review their assessment at the Open Book session. If they are not satisfied, they can appeal their value at the Board of Review. Below are the steps to follow if a property owner wants to appeal his/her property value:

- **Step 1: Open Book** takes place first. This is the time when the municipality's assessment roll – which lists all the properties – is open for examination. This allows the property owner to informally discuss the property value with the local assessor. If the property value is changed at Open Book, the assessor corrects the assessment roll.
- **Step 2:** If a property owner is not satisfied with the assessment after attending Open Book, they can bring their concerns to the **Board of Review**. The Board hears assessment appeals from property owners. After review, if the Board agrees with the property owner's evidence, it can amend the assessment to reflect those changes.

Most Open Book and Board of Review sessions occur late May to mid-June, but some may take place later in the year.