

Section 1 - General Municipality Information

A. Municipality general description

B. Check boxes or fill in blanks of all that apply:

| Summary of Requirements | Date or Number |
|---|----------------|
| 1. Assessor's oath of office | |
| 2. Mailed Notice of Changed Assessment | |
| 3. Signed affidavit and attached to roll | |
| 4. Submitted to Wisconsin Department of Revenue (DOR): | |
| • Municipal Assessment Report (MAR) | |
| 5. Corrections and omissions discovery: | |
| • Discovered and corrected omitted real or personal property <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| • Provided property owners with written notice on their appeal rights <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 6. Open Book information: | |
| • Date of first Open Book | |
| • Number of parcels reviewed | |
| • Number of changes of value due to Open Book | |
| • Revised notices sent <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 7. Board of Review (BOR) information: | |
| • Date of first BOR with complete assessment roll | |
| • Reschedule date if needed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| • Assessor attended BOR to defend assessments <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 8. Palpable errors or omitted parcels: | |
| • Reviewed and revalued property in error and certified value with clerk <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| • Verified with clerk, palpable error or omitted property was added to the roll <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |

B. Check boxes or fill in blanks of all that apply:

| Summary of Requirements | Date or Number |
|---|----------------|
| 9. Property inspection: | |
| • Number field inspected | |
| • Inspection type <input type="checkbox"/> Interior <input type="checkbox"/> Exterior <input type="checkbox"/> Drive-by | |
| 10. Property sale(s) - total number of all sales (valid and invalid) in municipality for year prior to assessment date | |
| 11. Valid sales: | |
| • Total reviewed for validity (exclude those auto rejected by DOR) | |
| • Number determined to be valid sales | |
| • Number of inspections for properties that sold | |
| 12. Building permits: | |
| • Total number of all building permits (new construction, remodels) | |
| • Number of permits field inspected | |
| 13. New construction: | |
| • Number of new construction permits field inspected | |
| • Analyzed new construction and adjusted for value changes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 14. Agricultural parcels | |
| • Total number of parcels | |
| • Total number of inspections | |
| • Type of inspections <input type="checkbox"/> Onsite physical inspection <input type="checkbox"/> Drive-by <input type="checkbox"/> Online maps, aerial photos <input type="checkbox"/> Other | |
| 15. Updated agricultural land values using DOR's use-value rates adjusted to overall assessment level for current year as determined by assessor <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 16. Personal property: | |
| • Discovered <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| • Date returns sent <input type="checkbox"/> NA | |
| • Valued <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| • Current and prior year's values | |
| Year Number of Accounts Assessed Value | |
| | |
| | |
| 17. Conducted ratio study for: | |
| • Previous assessment date <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| • Current assessment date <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |

Section 2 - Scope of Work

A. Work Activity

This table shows the work activity by approximate percentage for each class. The [Wisconsin Property Assessment Manual \(WPAM\)](#) defines full revaluation, interim market update, and annual review/maintenance.

Work Activity

| Class Code | Class Type | Parcel Count | Full Revaluation | Exterior Revaluation | Interim Market Update | Review/Maintenance |
|-------------------|--------------|--------------|------------------|----------------------|-----------------------|--------------------|
| Class 1 | Residential | | % | % | % | % |
| Class 2 | Commercial | | % | % | % | % |
| Class 4 | Agricultural | | % | % | % | % |
| Class 5 | Undeveloped | | % | % | % | % |
| Class 5m | Agri Forest | | % | % | % | % |
| Class 6 | Prod Forest | | % | % | % | % |
| Class 7 | Other | | % | % | % | % |
| Personal Property | | | % | | | |

B. Classifications for real or personal property

1. Residential (Class 1)

- Any parcel (or part of a parcel) of untilled land that is not suitable for the production of row crops, on which a dwelling or other form of human abode is located
- Vacant land where the most likely use would be for residential development
- Mobile homes assessed as real property are classified as residential
- Apartment buildings of up to three units are classified as residential

2. Commercial (Class 2)

- Land and improvements primarily devoted to buying and reselling goods
- Includes the providing of services in support of residential, agricultural, manufacturing and forest use

3. Manufacturing (Class 3)

- State law ([sec 70.995, Wis Stats.](#)), provides for the state assessment of manufacturing property

4. Agricultural (Class 4)

- State law [sec. 70.32\(2\)\(g\)1d., Wis Stats.](#), defines agricultural as "land, exclusive of buildings and improvements, which is devoted primarily to agricultural use"
- Land devoted primarily to the production of crops (excluding forestry operations) or the keeping, grazing, or feeding of livestock for the sale of livestock or livestock products
- Buildings and dwellings associated with growing, production, and associated services are classified as "Other" (Class 7)
- [Agricultural Assessment Guide for Wisconsin Property Owners](#) provides classification examples

5. Undeveloped (Class 5)

- Areas commonly called marshes, swamps, thickets, bogs, or wet meadows
- Fallow tillable land (assuming agricultural use is the land's highest and best use)
- Road right-of-way, ponds, and depleted gravel pits
- Land because of soil or site conditions, is not producing or capable of producing commercial forest products

6. Agricultural forest (Class 5m)

State law ([sec. 70.32\(2\)\(c\)1d, Wis Stats.](#)), defines agricultural forest as land that is producing or capable of producing commercial forest products, if the land satisfies any of the following. Forest land is:

- Contiguous to a parcel that is classified in whole as agricultural land. The forest land and the contiguous agricultural parcel must have the same owner. Contiguous includes separated only by a road.
- Located on a parcel that contains agricultural land for the January 1, 2004 assessment and on January 1 of the current year
- Located on a parcel where at least 50% of the acreage was converted to agricultural land for the January 1, 2005 assessment year or thereafter

7. Productive forest (Class 6)

- Land that is producing or capable of producing commercial forest products. Forest land cannot include buildings and improvements.
- Forested areas that are being managed or set aside to grow tree crops for "industrial wood" or to obtain tree products such as sap, bark, or seeds
- Forested areas with no commercial use made of the trees, including cutover
- Cherry orchards, apple orchards, and Christmas tree plantations are classified as agricultural property
- Lands designated Forest Crop Land and Managed Forest Land by the Department of Natural Resources are entered separately in the assessment roll
- Improvements on Forest Crop Lands and Managed Forest Land should be listed as personal property ([secs. 77.04\(1\), and 77.84, Wis. Stats.](#))
- Forested areas primarily held for hunting, trapping, or in the operation of game preserves, should be classified as forest unless clearly operated as a commercial enterprise or exempt

8. Other (Class 7)

Buildings and improvements on a farm (ex: houses, barns, and silos, along with the land necessary for their location and convenience)

9. Personal property

Personal property is valued by the assessor upon actual view at its true cash value. The assessor must review the following:

- Number and value of steam and other vessels (boats and watercraft)
- Value of furniture, fixtures, and equipment
- Value of all other personal property except exempt

Scope of work notes:

Section 4 - Valuation

Model

According to International Association of Assessing Officer's (IAAO) Mass Appraisal of Real Property, a model is "a representation of how something works. For purposes of appraisal, a representation (in words or equation) that explains the relationship between value and variables representing supply and demand factors."

- 1. Application of the valuation method used to appraise property:** The table below shows the approximate percentage in each class where the indicated method was applied.

Valuation Summary

| Class Code | Class Type | Land Values From Market | Cost Models | | | Sales Models | | Income Model |
|------------|-----------------------------------|-------------------------|----------------------|-------------------|-----------------------------|-----------------------|-------------------|------------------------|
| | | | WPAM Costs Volume II | Other Cost Manual | Composite Conversion Factor | Composite Adjust Grid | Statistical Model | Direct or Yield Method |
| 1 | Residential | % | % | % | | % | % | % |
| 2 | Commercial | % | % | % | | % | % | % |
| 4 | Agricultural | | | | | | | |
| 5 | Undeveloped | % | | | | | | |
| 5m | Agri forest | % | | | | | | |
| 6 | Prod forest | % | % | % | | % | % | % |
| 7 | Other | % | % | % | | % | % | % |
| P1 | Boats and other watercraft | | | | % | | | |
| P3 | Furniture, fixtures and equipment | | | | % | | | |
| P4A | Other | | | | % | | | |
| P4B | Buildings on leased land | | % | % | % | % | % | % |
| | Mobile homes | % | % | % | | % | % | % |

2. Steps to determine market values

The following steps were taken to determine market values for all classes of property as required under state law ([sec. 70.32, Wis. Stats.](#)). To determine market value, the assessor used the three recognized approaches to value when appropriate and necessary: sales comparison approach, income approach, and cost approach.

Steps:

- a. Identified the parcel subject to property assessment and taxation
- b. Defined the market where each subject property competes
- c. Identified the characteristics that relate to value in the market area
- d. Specified models that reflects the relationship among the characteristics affecting value in the market area
- e. Calibrated models to determine the contribution of the individual characteristics affecting value
- f. Tested models to determine how well they function
- g. Applied models to the characteristics of the properties being appraised
- h. Reviewed the results

3. Market analysis

Market analysis determines the effect on value of existing land use regulations, reasonably probable modifications of such regulations, economic supply and demand, and the physical adaptability of the real estate, neighborhood trends, and the highest and best use of the real estate. Supply and demand market trends are also analyzed for the year prior to the assessment date to the extent that the data is available. The supply and demand market trends were identified by neighborhood/market area when necessary.

Note: If any required data is unavailable or is considered unreliable, an explanation is provided.

4. Analysis of local trend

Various statistical analyses were performed to determine the current trend in real estate for this jurisdiction. Included in this analysis were _____ sales from January 1, _____ through December 31, _____. Sales prior to the assessment date are analyzed to determine if the market is stable, appreciating, or depreciating.

a. Method(s) used to determine the market trend:

- Analysis of economic/market trends from outside professional sources
- Analysis of square foot selling price
- Paired sales analysis
- Regression analysis
- Insufficient sales
- Other - explain: _____

Based on the above analysis, the local trend for the period January 1, _____ to January 1, _____ is:

_____ % per year (indicate positive or negative annual trend) - Residential

_____ % per year (indicate positive or negative annual trend) - Commercial

b. Trend explanation (include information for any class of property):

Section 5 - Land Valuation

A. Model

1. Specification

According to IAAO's Mass Appraisal of Real Property, "Model Specification is the formal development of a model in a statement or equation, based on data analysis and appraisal theory. During model specification, one determines the variables to test or use in a mass appraisal model."

2. Calibration

From IAAO's Mass Appraisal of Real Property, "Model Calibration is the development of the adjustments or coefficients from market analysis of the variables to be used in a mass appraisal model."

3. Validation

Validation of the model is accomplished by a study showing the results of the model before and after changes in model specification or calibration.

A separate valuation is required for land and improvements for entry on the assessment roll, according to state law ([sec. 70.32, Wis. Stats.](#)). Further, the estimation of land value as a separate entity is required when using the cost approach. There are several ways to estimate land value depending on the data available and the type of property.

B. The municipality had the following number of sales during the year previous to the assessment date:

| Class Code | Class Type | Number of Vacant Land Sales |
|------------|--------------|-----------------------------|
| 1 | Residential | |
| 2 | Commercial | |
| 4 | Agricultural | |
| 5 | Undeveloped | |
| 5m | Agri forest | |
| 6 | Prod forest | |
| 7 | Other | |

1. Specification:

Method(s) used for appraising land:

- | | |
|---|---|
| <input type="checkbox"/> Comparative unit method <input type="checkbox"/> Base-lot method <input type="checkbox"/> Allocation method <input type="checkbox"/> Abstraction method | <input type="checkbox"/> Anticipated use or development method <input type="checkbox"/> Capitalization of ground rent <input type="checkbox"/> Land residual capitalization <input type="checkbox"/> Other _____ |
|---|---|

Note: If there is a specification explanation, it is located in the Land valuation notes on page 12, or it is attached.

2. Class Codes

| | | | |
|-------------------------------------|-------------------------------------|---------|---------|
| Class 1 - Type: Residential | Approximate Unit Value Range | | |
| | Type | Minimum | Maximum |
| | | | |
| | | | |
| | | | |
| Class 2 - Type: Commercial | Approximate Unit Value Range | | |
| | Type | Minimum | Maximum |
| | | | |
| | | | |
| | | | |
| Class 4 - Type: Agricultural | Approximate Unit Value Range | | |
| | Type | Minimum | Maximum |
| | | | |
| | | | |
| | | | |
| Class 5 - Type: Undeveloped | Approximate Unit Value Range | | |
| | Type | Minimum | Maximum |
| | | | |
| | | | |
| | | | |
| Class 5m - Type: Agri forest | Approximate Unit Value Range | | |
| | Type | Minimum | Maximum |
| | | | |
| | | | |
| | | | |
| Class 6 - Type: Prod forest | Approximate Unit Value Range | | |
| | Type | Minimum | Maximum |
| | | | |
| | | | |
| | | | |
| Class 7 - Type: Other | Approximate Unit Value Range | | |
| | Type | Minimum | Maximum |
| | | | |
| | | | |
| | | | |

3. Influence factors

These factors can be either positive or negative and are applied to individual parcels to account for external influences due to location, shape, size, view or topography. Example: positive influence might be a location adjacent to a park.
Example: negative influence might be a residential lot located next to a landfill.

Influence factors are determined by analyzing vacant sales and looking at the indicated land residual of improved sales.

Influence factors in the jurisdiction were applied for the following reasons:

| Class Code | Class Type | Reasons for Influence Factors |
|------------|--------------|-------------------------------|
| Class1 | Residential | |
| Class 2 | Commercial | |
| Class 4 | Agricultural | |
| Class 5 | Undeveloped | |
| Class 5m | Agri forest | |
| Class 6 | Prod forest | |
| Class 7 | Other | |

Land valuation notes:

Section 6 - Improved Property Valuation

A. Cost Approach

1. Specification:

Technique(s) used to determine model specification:

- WPAM Vol. II used to specify residential, apartments, agricultural property, and other
- Marshall Valuation Services used to specify commercial property
- I developed my own model specification
- Other cost (identify) _____

Specification explanation:

4. Validation of Depreciation

Under any of the calibration methods, it is important to validate the depreciation tables. According to the WPAM, "The assessor should study the CDU rating system with its definitions, keeping in mind that the tables are only guides and the true measure of depreciation must be obtained from market studies. With valuation experience, the tables can be refined to give adequate residual, or percent good estimates...the assessor will find these tables extremely useful for being consistent in depreciation considerations."

A step-by-step discussion of depreciation analysis is presented on pages 135-156 of IAAO's *Mass Appraisal of Real Property*.

If there is an adequate number of sales, a ratio study is included to identify sales before changes were made to the depreciation table and again after changes.

Cost approach notes:

B. Sales Comparison Approach

1. Specification

If using the Traditional Sales Comparison approach, the appraiser selects recent sales of similar properties that are located in the same neighborhood as the subject property. The appraiser then adjusts the sales to make them similar to the subject. The resulting adjusted sales prices are then used to estimate the likely selling price of the subject.

Multiple regression analysis uses a statistical method to analyze sales. The process analyses the variance in selling price in terms of property attributes. The result is an equation that can be used to estimate value for unsold properties. The process also generates figures that can be used in the traditional sales comparison approach as described above. The method requires a number of sales that represent a sufficient sample of the total parcel base.

Specification(s) used to establish the model:

- Sales comparison
- Multiple regression analysis
- Other - explain: _____
- Not applicable - insufficient sales

Specification explanation:

Analysis of sales is part of the process of determining model specifications. During the analysis there are times when some arm's-length sales are not used. If the analysis did not use some of the arm's-length sales for the municipality, a list of the sale(s) and the reason why the sale(s) was not used is provided below.

Sales not used:

2. Calibration

Calibration is the process of determining the actual adjustment amounts for the traditional sales comparison approach. There are several ways to determine the adjustment factors for use in the sales comparison approach. The assessor can (a) compare unadjusted sale prices, (b) use cost figures for adjustment, (c) use paired-sales analysis to determine adjustments, or (d) use a statistical analysis such as regression to determine the adjustments.

Calibration technique(s) used:

- Sales listing showing property attributes
- Sales comparison approach with adjusted comparables
- Multiple regression analysis
- Other - explain: _____
- Not applicable - insufficient sales

Calibration explanation:

3. Validation

The assessor should validate any selected model by comparing the estimated values for those properties that sold to the actual sale prices. Smaller differences indicate a more accurate model.

Sales comparison model was validated by:

- Comparing the value estimates using the model against the sale prices
- Other - explain: _____
- Not applicable - insufficient sales

Sales comparison approach notes:

C. Income Approach

When provided documentation from a property owner, it is important to maintain the confidential nature of all the information. Including a summary of the data is sufficient for this report.

1. Specification:

There are two models (Direct and Yield) that can be used to appraise commercial properties using the income approach.

Specification(s) used for the income approach:

Direct Capitalization

Yield Capitalization

Other - explain: _____

Not applicable

If there is a specification explanation, it is located in the Income approach notes below, or it is attached.

2. Calibration:

Calibration(s) used for the income approach:

Data from market

Data from professionally acceptable sources

Other - explain: _____

Not applicable

3. Validation:

Validation used to test the income model:

Comparing the value estimates using the model against the sale prices

Other - explain: _____

Not applicable - insufficient sales

Income approach notes: