



Office of the City Assessor
 W240 N3065 Pewaukee Road
 Pewaukee, WI 53072
 Phone: (262) 691-6010 • Fax: (866) 848-8874
 assessor@pewaukee.wi.us

REQUEST FOR REVIEW OF PROPERTY ASSESSMENT

1. Complete and return this form to the Assessor’s Office. An opinion of value **must be** provided. Upon receipt of this form, an appraiser from the City will call and set up an interior review appointment of the subject property. A full walk thru of the property review is required for a Request for Review.
2. You **must** provide supporting documentation of the “fair market value” when you submit the request. Examples would include an appraisal where the Assessor’s Office is the intended user and/or recent closing statement. A listing of assessments in your area does not fulfill the requirement. The absence of such a document makes it difficult for a value change to occur.
3. If you are requesting a review of a **commercial property**, the following are also required: Copies of income and expense statements for the past 3 years and a current rent roll. Both must be submitted.
4. At the time of inspection please point out any structural problems that may exist, or any other conditions that would have an impact on the property’s value. If possible, please provide us with copies of written cost estimates for completion of necessary repairs.

Mail or deliver to: **City of Pewaukee Assessor’s Office, W240 N3065 Pewaukee Rd, Pewaukee, WI 53072** or email to: assessor@pewaukee.wi.us

Property Information

Parcel/Tax Key Number: _____

Property Address: _____

Contact Information

Owner Name: _____

Mailing Address: _____

Hm Phone #: _____ Work #: _____ Cell #: _____

Email Address: _____

Request Made by Agent: _____

(Must Include Agent Authorization Form (PA-105))

In your opinion, what is the fair market value of the property as of January 1st of the upcoming assessment year? _____

Sale Information

What month and year did you purchase the property? _____

What type of transaction was it? Purchase Trade Gift/ Inheritance Other

Other (please specify) _____

If purchased, what was the total sale price? _____

Were there any items of personal property included in the sale price? Example: Appliances, furniture, etc.?

Please specify _____

Listing & Marketing Information

Has the property been listed for sale within the last five years? Yes No

***If yes, please provide a copy of the listing sheet and/or contract**

When and how long was the property listed? _____

Realty Company Name: _____

For sale by owner: _____

What was the asking price? _____

Offers received? \$ _____

Property Improvement Information

Have you or a tenant of yours improved, remodeled, added to or changed the property since acquiring it?

Yes No

Please describe any changes made to the property: **Please include year in which changes were made and the cost of the changes.**

Does the above figure for cost of changes include the value of all labor, including your own, if any?

Yes No

Objection to the assessment is made for the following reason:

I wish to request a review of the property assessment listed above.

Signature: _____ **Date:** _____

After completing this form, please mail/deliver or email to our office. An appraiser from our team will contact you to arrange an appointment to make a physical interior view of your property. This appointment enables our office to gather the necessary data to facilitate the review. Upon completion of the appointment, a review of your property will be conducted and you will be notified by mail as to the results of your review when the next assessment notices are mailed.

A sincere effort will be made to ensure that your assessment will be fair and equitable for the coming year. Your cooperation and patience in this matter is much appreciated.