



August 2010

Dear Village of Brown Deer Property Owner:

The revaluation of all taxable real property in the Village of Brown Deer has been completed. The purpose of the revaluation is to insure that properties are assessed on a fair and equitable basis. Our goal is to bring your assessment to fair market value as required by state law.

If you feel that your current assessed value is not a true representation of market value, there will be an Open Book session held by Accurate Appraisal, LLC. at the Brown Deer Village Hall where you can meet individually with one of the appraisers to discuss how we arrived at your assessed value. **The Open Book session will be held on;**

**Wednesday, September 1, 2010 from 11:00 AM to 3:00 PM and 4:15 PM to 7:00 PM**

**And**

**Thursday, September 2, 2010 from 9:00 AM to 12:00 PM and 1:15 PM to 3:00 PM**

Additional assessment information can be found on our website; [accurateassessor.com](http://accurateassessor.com)

**Online appointment scheduling is available.** If you wish to meet with one of the appraisers, please log on to [www.accurateassessor.com](http://www.accurateassessor.com) and click the online scheduling link. Next, choose the open book appointment link. Please follow the directions, as the entire process should only take a few minutes. You will be prompted to enter a password for your municipality. **Your password is BD10.** If you do not have Internet access, please call us at 1-800-770-3927. If you cannot make the arranged appointment times and you wish to discuss your assessment with us, you can call our office or e-mail us at [question@accurateassessor.com](mailto:question@accurateassessor.com). If you are no longer the owner of the property described on the enclosed property assessment notice, please return it to Accurate Appraisal, LLC, P.O. Box 415, Menasha, WI 54952.

If, after the Open Book session, you wish to object to the assessment, contact Russell Van Gompel - Clerk at 414-371-3050 to file a "Form of Objection" and to schedule an appointment before the local Board of Review. You will need to file a written or oral intent to object with the Municipal Clerk at least 48 hours prior to the Board of Review. **The Board of Review will be meeting at the Brown Deer Village Hall on Wednesday, September 22, 2010 from 10:00 AM to 12:00 PM.**

Appearances at the Board of Review are by prior appointment only. The Board of Review functions like a court in that it is required to evaluate evidence based on facts. You must provide factual information showing your property is incorrectly assessed.

Thank you,

*ACCURATE APPRAISAL, LLC.*

**In accordance with Section 70.365 of the Wisconsin Statutes, you are hereby notified of your assessment for the current year on the property described.**

Wisconsin statutes require all taxable property except agricultural, agricultural forest and undeveloped to be assessed at full market value as of January 1 each year. The courts have determined that assessments at a percentage of full market value are acceptable when applied uniformly. Therefore, to determine if your assessment is fair, you must analyze it in relation to full market value. This is done by dividing your assessment by the general level of assessment for your municipality. You should contact the assessor to find out the general level of assessment.

If you feel your assessment is unfair, the first step is to discuss it with your municipal assessor. If you still wish to appeal your assessment, you will need to file a written or oral intent to object with the municipal clerk at least 48 hours before the opening of the Board of Review. In addition, you must complete an approved Objection Form and file it with the clerk of the Board of Review prior to or within the first two hours of the Board's first schedule meeting.

In cities with a Board of Assessors, assessment objections are first made to this Board. If you are dissatisfied with the Board of Assessor's determination, an appeal can be made to the Board of Review. If you wish to appear at the Board of Review, notify the Assessor in writing within 10 days of receiving the Board of Assessors' determination notice.

Boards of Review operate like a court. Their function is not one of valuation, but of deciding the validity of the facts presented orally before them. You or your representative may testify concerning your assessment objection. You must prove that your property is inequitably assessed when compared to the General level of assessment within your tax district.

NOTE: The Notice of Assessment is required when an assessment has changed from the prior year. Therefore, many municipalities do not send Notices of Assessment every year. Not receiving a Notice does not prevent you from objecting to your assessment. However, if you desire to appeal your assessment in any year, your appearance at that year's Board of Review hearing is extremely important. Most subsequent avenues of appeal require that you first attend the Board of Review. Therefore, always verify your assessment annually prior to the Board of Review. The appeal process is explained in the "Property Assessment Appeal Guide for Wisconsin Real Property Owners." If you would like a copy, please contact the Department of Revenue, Bureau of Assessment Practices, Box 8971, Madison WI 53708-8971. Property tax publications can be found at the following Web address: <http://www.revenue.wi.gov> under publications.