

## **ADDITIONAL INFORMATION**

### **For the 2023 Open Book meeting**

The 2023 Open Book sessions will be held by phone with the assessor. Please call in advance to set up a telephone appointment for the Open Book. After you have set up an Open Book appointment, the assessor will initiate the call for your Open Book session at the appointed date and time. The assessor will be present for Open Book sessions by phone during the designated date(s) and times as shown on the enclosed notice of assessment.

You may call the assessor during regular business hours (Monday – Friday, 8:00 AM to 4:30 PM). You may call anytime after receiving the enclosed notice, but no later than 7 days prior to the Board of Review to conduct an Open Book session. If the assessor is not available at the time of your call, we will make every effort to return your call within 24 hours. When leaving a message please provide your name, phone number, the Municipality in which the property is located, and the Parcel Number from your assessment notice or tax bill.

You may contact the assessor by phone at 920-749-1995, by email at [info.apraz@gmail.com](mailto:info.apraz@gmail.com) or by mail at:

Associated Appraisal Consultants, Inc.  
PO Box 440  
Greenville, WI 54942

### **2023 Assessment Roll**

Preliminary 2023 Assessment Roll and Department of Revenue instructional materials are available at the following link: <https://www.apraz.com/2023-assessment-roll>.

### **For the 2023 Board of Review meeting**

The Board of Review meets annually to hear any final objections to the current year's assessments. It is recommended that you contact the assessor to attempt to resolve any disputed assessment before making a formal appeal at the Board of Review. If you wish to enter a formal appeal, you must give notice of your intent to appeal by contacting the municipal clerk at least 48 hours before the Board of Review (BOR) begins. Please call the clerk at least 48 hours prior to the BOR to obtain an Objection Form and to make an appointment for the BOR. This form must be filled out in its entirety. Failure to provide 48 hours advance notice to the clerk may result in denial of a hearing at the BOR.

The BOR is a quasi-judicial body that operates like court. The BOR's function is to hear evidence and testimony for any formal objections to assessments and decide whether to uphold or change the assessment. Under state law, the BOR must presume the assessor's valuation is correct unless the objector provides sufficient evidence to overcome that presumption. If you do not take action at the BOR, this may result in the loss of any further appeal options for your assessment.