Town/Village/City of _____
Board of Review

Findings of Fact, Determinations and Decision*

A. PROPERTY IDENTIFICATION AND FINDINGS OF FACT

ASSESSMENT YEAR: 20____ Tax Key Number:_____

Personal Property Account Number (if applicable) _____

Property Address: _____

Property Owner: _____

Mailing Address: _____

January 1, 20____ Assessment Value: _____

Land: _____Improvements: _____Total: _____

Hearing Date: _____ Time:_____

Objector Received written confirmation of Hearing Date: Yes:_____ No:_____
(***or***) Both Objector and Assessor waived 48 hour notice of hearing: _____

Note: ***Taxpayer must have filed written objection before or at Board of Review***.)
Check one:

_____ Timely notice of "Intent to File an Objection" was provided by objector to clerk (either in writing or orally) at least 48 hours prior to first full session of Board of Review

Or

_____ Waiver was granted by Board of Review for:

_____ Good Cause, ***or***

_____ Extraordinary Circumstances

Board members present: _____

_____

Board Members removed (if any): _____

Board Counsel Present: _____
Property Owner/Objector's Attorney or Representative: _____

Board Members with certified training (must have at least one): _____

_____

B. TESTIMONY

The following individuals were sworn as witnesses by the Board of Review Clerk {include Property Owner/Objector or his/her Representative, if testifying, and Assessor}:

_____
_____
_____
_____

1. **Sworn testimony by Property Owner/Objector**: _____included:
   a. A recent sale of the subject property: Yes____No ____
      If yes: The subject property was sold for $_____
      Date of sale _____
   b. Recent sales of comparable properties: Yes ___ No ____
      If yes: A total number of _____ other properties were presented.
      Addresses of other properties:
      _____
      _____
      _____
   c. Other factors or reasons (if presented): Yes ____No ____
      If yes: List of summary factors or reasons presented by property owner/objector:
      _____
      _____
      _____

2. **Sworn testimony on behalf of property owner/objector was presented by following other witnesses** (if any):_____
   _____
   _____
   Summary of testimony of other witnesses' for objector (if any):_____
   _____
   _____
   _____

3. **Sworn testimony by Assessor** :_____ included:
   a. Estimated level of assessment for the current year is _____%.
   b. A recent sale of the subject property: Yes____No ____
      If yes: The subject property was sold for $_____
      Date of sale _____
   c. Recent sales of comparable properties: Yes ___ No ____
      If yes: A total number of _____ other properties were presented.

Addresses of other properties:

_____

_____

_____

c. Other factors or reasons (if presented): Yes ____No ____

If yes: List of summary factors or reasons presented by assessor:

_____

_____

_____

4. **Sworn testimony** (if any) **on behalf of the assessor was presented by**:

_____

5. **Summary of testimony of other witnesses' for assessor** (if any): _____

_____

_____

_____

C. DETERMINATIONS

1. The assessor's estimated level of assessment* of the municipality has been determined to be

_____ %

2. The board finds that there was a *recent sale of the subject property.*

Yes____ No ____

a. The sale was an arms-length transaction.

Yes____ No____

b. The sale was representative of the value as of January. Yes ____ No ____

c. The board finds that the sale supports the assessment. Yes ____ No ____

d. If all answers are 'yes'

d1. What is the sale price? _____

d2. What if any adjustments, based on the evidence presented, should be made for such considerations as time between the date of sale and the January 1 assessment date, non-market class value in the selling price (ag-use value and fractionally assessed classes), and/or other physical changes that occurred to the property between the sale date and the January 1 assessment date?

_____

_____

_____

d3. What is the full taxable value? _____

If responses in 2 thru 2c were "yes", upon completion of the section proceed to section D, Decision, check all that apply and determine the assessed value.

**** The relationship between the assessed value and the equalized value of non-manufacturing property minus corrections for prior year over or under charges within a municipality – town, city or village. For example, if the assessed value of all property subject to property tax in the municipality is $2,700,000 and the equalized value (with no prior corrections) in the municipality is $3,000,000 then the "assessment level" is said to be 90% ($2,700,000/$3,000,000 = .90 or 90%)***

3. **The Board of Review finds that there are *recent sales of comparable properties*:** Yes ____No ____

   If yes, answer the following:

   Property Owner

   a. Did the Property Owner present testimony of recent sales of comparable properties in the market area? Yes ____ No ____

   b. If yes, were the attributes satisfactorily adjusted for their differences from the subject and their contribution to value? Yes ____ No ____

   Assessor

   c. Did the Assessor presented testimony of recent sales of comparable properties in the market area? Yes____ No ____

   d. If yes, were the attributes satisfactorily adjusted for their differences from the from the subject and their contribution to value? Yes ___ No ____

   Conclusion

   e. LIST THE PROPERTIES AND VALUES THAT THE BOARD OF REVIEW RELIES ON TO MAKE ITS DETERMINATION AS TO FAIR MARKET VALUE:

   _____

   _____

   _____

4. **The Board of Review finds that *the assessment should be based on other other factors*:** Yes___ No ____

   If Yes, List the factors that the Board of Review relies on to make its determination as to fair market value: _____

   _____

   What was the most credible evidence presented: _____

   _____

D. DECISION

1. **Exercising its judgment and discretion, pursuant t o Sec. 70.47(9)(a) of Wis. Statutes, the Board of Review by majority and roll call vote hereby determine: (mark all that apply):**

- that the Assessor's valuation is correct;
- that the Assessor presented evidence of the fair market value of the subject property using assessment methods which conform to the statutory requirements and which are outlined in the Wisconsin Property Assessment Manual;
- that the Assessor presented evidence of the proper classification of the subject property using assessment methods which conform to the statutory requirements and which are outlined in the Wisconsin Property Assessment Manual
- that the proper use values were applied to the agricultural land
- that the proper fractional assessments were applied to undeveloped land and agricultural forest land classifications
- that the property owner did not present sufficient evidence to rebut the presumption of correctness granted by law to the Assessor;
- that the Assessor's valuation is reasonable in light of all the relevant evidence;
- and sustains the same valuation as set by the Assessor;
- (in certain cases), It is not relevant to present assessments of other properties as a basis for the market value of the appeal property

OR

2. **Exercising its judgment and discretion, pursuant to Sec. 70.47 (9)(a) of Wis. Statutes, the Board of Review, by majority and roll call vote hereby determine: (mark all that apply):**

- that the Assessor's valuation is incorrect;
- that the property owner has presented sufficient evidence to rebut the presumption of correctness granted by law to the Assessor;
- that the property owner's valuation is reasonable in light of the relevant evidence;
- that the full value of the property is:

Land: _____

Improvements: _____

Total: _____

- that the level of assessment of the municipality is at _____
- and hereby sets the new assessment at

Land: _____

Improvements: _____

Total: _____

I, _____, Clerk of the Board of Review, do hereby certify that the members of the Board of Review voted as follows:

Name of Board of Review Member:	Yes	No
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

to adopt these Findings of Fact, Determination and Decision on this _____ day of _____, 20____.

_____

Clerk of Board of Review

* This sample script was prepared by John P. Macy of Arenz, Molter, Macy, Riffle & Larson, S.C., (262) 548-1340, and was reviewed and modified by Rick Stadelman of the Wisconsin Towns Association and the Equalization Directors and staff at the Wisconsin Department of Revenue.