



Village of Whitefish Bay  
5300 N. Marlborough Drive  
Whitefish Bay, Wisconsin 53217

**Instructions for Property Owner:**

1. Complete the attached page and return it to the Assessor's Office. Please also include any information you wish the Assessor's Office to consider. This may include recent sales closing documents, appraisals, sales listing documents, inspection reports, etc. Please retain a copy for your records.
2. **If the Assessor's Office deems it necessary**, a representative from the Assessor's Office may visit your property during the months of January through March. If you are not available, a card will be left. Upon receipt of the card left at your property, please call the Assessor's Office to schedule an appointment.
3. At the time your property is inspected, give the appraiser any information you have regarding the sale of the subject property, a recent listing of the subject property, similar properties which have sold recently, and a copy of any recent appraisals of your property (if available) if it has not been submitted with your original request. If you do not have an additional copy of this documentation, we can make arrangements to make a copy and return the original to you. Also be sure to point out any structural or mechanical defects that you believe will adversely affect the market value of your property.
4. After the review procedure is complete, you will receive a notice of determination which will indicate our opinion of value, both before and after the review. The notice will include the date that the Board of Review is scheduled to meet. If you have not heard from the Assessor's Office by April 15<sup>th</sup>, please contact us to find out this year's schedule.
5. If you are dissatisfied with the value determination, you may come to "Open Book." The process "Open Book" gives you an opportunity to come to the Assessor's Office to discuss your determination further. It is an informal setting and precedes the more formal Board of Review proceedings. The dates and times for the "Open Book and Board of Review proceedings are posted at the Village Hall, posted to the Village web site, [www.wfbvillage.org](http://www.wfbvillage.org), and are printed in the local newspaper.
6. If after the "Open Book" period, you are still dissatisfied with the assessed value; you may file a formal objection to the Village Clerk and be scheduled to appear before the Board of Review.

If you have any questions, please contact our office at (414) 962-6690, extension 124.

Martin A. Kuehn  
Tyler Technologies, Inc.  
Assessor

Attachment (1)

