



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850
www.villageofallouez.com

Notice that the Assessment Roll is open for Examination and Open Book

Village of Allouez, Brown County

Pursuant to Sec. 70.45, Wis. Statutes, the assessment roll for the Year 2018 assessment will be open for examination starting on the 22nd day of May, 2018 at the Allouez Village Hall, 1900 Libal Street during regular office hours.

Additionally, the Assessor will be available on Tuesday, May 22, 2018 from 8 a.m. to 10 a.m. at the Allouez Village Hall to discuss your 2018 assessment.

Instructional material will be provided at the open book to persons who wish to object to valuations under s. 70.47, Wis. Stats.

Notice is hereby given this 13th day of April, 2018 by:

Debra M. Baenen, Village of Allouez Clerk

Publication Date: April 30, 2018

If you have any questions, please contact Village Clerk, Debbie Baenen at (920)448-2800 extension 111 or Village Assessors, Mike or Joe Denor at (920)468-9698.

**PROCEDURES LEADING UP TO AND
FOR THE BOARD OF REVIEW**

If you have concerns about your assessed value, we recommend the following steps:

1. Call the Village Assessor's Office at (920) 468-9698 - discuss your assessment with Joe or Mike Denor. Get an explanation of your property value and verify that all information about your property is accurate.
2. If you and the Assessor disagree with the value of your property, you may appeal your assessment at the annual Board of Review. You will need to contact the Village Clerk, Debbie Baenen. An appeal form must be completed and returned to the Clerk's office no later than 8:00 am, Tuesday, May 29, 2018. All questions on the form must be answered.

Board of Review appeals are by appointment only and must be scheduled 48 hours prior to the beginning of the Board of Review which is scheduled to meet May 31st from 8:00 am until 10:00 am

WHAT SHALL I DO WHEN I APPEAR BEFORE THE BOARD OF REVIEW?

1. Objector (or agent) will be sworn in and provide testimony under oath supporting your value.
2. Merely stating my taxes are too high or that my increase is too high are not valid statements for the Board to lower your assessment. The evidence presented must be factual in nature, not just a matter of opinion. You must be able to prove what you believe to be the total fair market value of your property.

Suggestions on how to prepare for the Board of Review

1. The value of your property should be based on comparable sales that have occurred. Not on the assessed values of similar properties.
2. Present facts and comparisons to the Board, not just opinions.
3. Be sure to verbally state your testimony and do not rely on documentations.

Procedure after Board of Review

The Board of Review consists of 5 citizens of Allouez none of whom occupy any public office or are publicly employed by the Village. The Board of Review is not responsible for assessing property, but for deciding the validity of the facts presented before it at an appeal.

1. You will be notified of the determination made by the Board of Review. This notice will be sent by the Village Clerk.
2. If you are dissatisfied and wish to appeal the decision, follow the instructions on the notice you receive.