

Assessment Roll Examination: Property Assessments can be reviewed with the City Assessor's Office

Property owners who are uncertain about the accuracy or fairness of their assessment are encouraged to meet with the City Assessor to discuss their assessment prior to filing paperwork and appearing before the Board of Review. Minor errors and misunderstandings can often be corrected by meeting with the City Assessor without initiating a formal appeal. Individuals can meet with the City Assessor during the assessment roll examination period. **The City of Cudahy's assessment roll is open for inspection beginning July 7, 2014 between the hours of 9:00 a.m. and 5:00 p.m. in the Assessor's Office of the Cudahy City Hall located at 5050 S. Lake Drive, Cudahy, WI 53110. If you have questions about your assessment or the assessment roll examination, please contact the Assessor's Office at (414) 769-2207.**

REQUEST FOR REVIEW

Helpful information is available to property owners who are starting this process. Step-by-step instructions for meeting with the City Assessor and appearing before the Board of Review, as well as the corresponding deadlines, are provided in the documents listed below. Additional resources are provided on the Wisconsin Department of Revenue's website under Government Publications at <http://www.dor.state.wi.us/html/govpub.html>.

2014 Guide for Property Owners by the Wisconsin Department of Revenue. To access this document, click on this link: <http://www.revenue.wi.gov/pubs/slf/pb060.pdf>.

Board of Review The Board of Review held its initial meeting on Tuesday May 20, 2014. The Board of Review will begin hearing objections on Tuesday, July 22, 2014. [Click here to see the meeting notice and agenda.](#)

To Appeal your Assessment with the Board of Review

If you want to appeal your assessment, it is extremely important that you appear at the Board of Review. **To be heard by the Board of Review, objectors are required to provide the City Clerk's office with at least a 48 hour notice of intent to file, and that deadline is Friday July 19, 2014 at 8:30 a.m. The objection form, however, must be filed (in writing) prior to or during the first two hours of the board's first scheduled meeting. This includes giving an estimate of value.** Paperwork to file with the City Clerk's office to be heard by the Board of Review includes the following:

1. Notice of Intent to File Objection with Board of Review for the 2014 Assessment Year.
2. Objection Form for Real Property Assessment. Click here to access this form <http://www.revenue.wi.gov/forms/govtvc/pa-115a.pdf>
3. Any other documentation you wish to submit that you will use to support your case when appealing before the Board of Review. This documentation will become part of your case record.

The City Clerk's office can also mail, fax, and email these forms, just call (414) 769-2204. All forms filed with our office must be originals, containing original signatures, not copies.

Certain exceptions to the 48 hour notice of intent deadline will apply in some cases:

First, objectors who file after the 48 hour notice deadline, but within the first two hours of the Board of Review's first session on Tuesday, July 22, 2014 between 8:30 a.m. and 10:30 a.m., have an opportunity to be heard before the Board. The Board of Review is able to grant a waiver of the 48 hour notice requirement, but the objector is also required to show good cause for failure to meet the 48 hour notice requirement and explain such within their Notice of Intent paperwork for review and decision by the Board.

Finally, objectors who miss the deadlines explained above may still have an opportunity to be heard before the Board, and may file an objection form up to the end of the last day that the Board of Review is in session. Check with the City Clerk's office for the date. No additional objection forms can be filed after that deadline. **Objectors who file in this manner are required to provide and explain on their paperwork evidence of extraordinary circumstances, per state law, to be reviewed and decided by the Board.**

Objectors are encouraged to review the [2014 Guide for Property Owners](#) written by the Wisconsin Department of Revenue. A link to the document is provided above. This document provides a good explanation and step-by-step instructions for the processes discussed herein.