

ASSESSMENT OBJECTION PROCEDURE

Step 1:

If you have questions or concerns regarding your new assessment, you should **first contact the Assessor's Office at (262) 925-6707**. This informal meeting will normally take place, over the phone, with a member of the Assessor's appraisal staff. During this conversation the appraiser may describe the assessment process generally, how your assessed value was derived, and reviews the description and features of your property. If it appears that the Assessor's description of your property is inaccurate, the appraiser may request an opportunity to conduct an inspection. If the inspection results in a revised description and this revision warrants a change in value, an amended assessment notice will be issued. Most inquiries to the Assessor's Office are resolved at this stage.

Step 2:

This step is an appeal to the Board of Review, a quasi-judicial body of local citizens assembled to provide you with an avenue to formally appeal your assessed value. To do this, the "Objection Form for Real Property Assessment" must be completed and filed with the Board of Review Clerk. **Your intent to appear must be made by 9:00 AM, Tuesday, May 30, 2016, at least 48 hours before the first meeting of the board.** The objection form can be obtained by phoning the [Clerk of the Board of Review](#) at the Town Hall, (262) 298-5702 or on the Town of Salem's website at www.townofsalem.net. Additional Board of Review is available on the website also.

The Board of Review is a separate and impartial board of local citizens and operates similar to a court. You or your representative must provide oral testimony to the Board in objection to your assessment. Your testimony must be able to support and prove:

- 1) that the assessment of your property is incorrect and
- 2) that your opinion of fair market value as stated on your objection form is correct.

Board of Review Schedule

Assessment Notices Mailed:	May 18, 2016
Open Book Period:	May 18, 2016 – May 27, 2016
Open Book:	May 25, 2016 from 1:00 pm – 3:00 pm The Assessor will be available to meet with` Residents at the Salem Town Hall, 9814 Antioch Rd., Salem, WI. No appointment is necessary.
Deadline to file an objection to assessment:	May 30, 2016, 9:00 am.
Board of Review Time & Date:	June 2 2016, 9:00 a.m. at the Salem Town Hall, 9814 Antioch Road, Salem, WI 53168

Assessor's Office: (262) 925-6707	Mon – Fri	8:00 am – 5:00 pm
Board of Review Clerk (262) 298-5702	Mon – Fri	8:00 am – 4:00 pm