

City of Stevens Point – Request For Review Form

Please complete and return this form to the Assessor’s Office. An opinion of value **must be** provided. Upon receipt of this form, an appraiser from our office will call and set up an appointment to view the subject property. A full inspection is required for a Request for Review. Upon completion of the inspection, a review of your assessment will be conducted and you will be notified.

Property Information

<i>Parcel Number</i>	<i>Property Address</i>
<i>Property Owner Name (s)</i>	<i>Property Owner Address</i>

Current Assessed Value

<i>Land</i>	<i>Improvements</i>	<i>Total</i>
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Please state your opinion of value as of January 1	\$ _____
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<i>Please explain why you feel your opinion of value is correct:</i>

Sale Data

<i>Purchase Date</i>	<i>Purchase Price</i>
<i>Financing Type</i> Conventional () Assumption () Cash () Other ()	<i>Buyer Relation to Seller</i>
<i>Items of Personal Property included in sale?</i>	<i>Any unusual circumstances regarding the sale? (purchased from bank, foreclosure, short sale, etc.)</i>
Assessor Comment: Valid Sale yes () no ()	

Improvements and Changes

Have you improved, remodeled, added to, or changed the property since acquiring? (Please list)
What were the costs of any changes? _____

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If there are comparable properties in your neighborhood, please list them below.

Address:

Address:

Address:

If applicable, Listing for Sale of Subject Property (last 3 years) Date _____ Amount _____

If applicable, Recent Appraisal (last 3 years) - Please Provide a Copy Date _____ Amount _____

For Commercial Property/Apartments, please provide the following additional information:

- Income & Expense Statements for the last 3 years (expenses must be itemized). The Assessor’s Office can provide an Income & Expense Statement or you may use your own.
- Current Tenant List & Rent Roll

*Agent authorization form must be provided if you are not the owner.

Signed _____
(Property Owner / Representative)

Date _____

Home Phone _____

Cell Phone _____

Work Phone _____

Email _____

Assessor Office Use:

Mail or deliver form to:

City Assessor – Stevens Point
1515 Strongs Ave
Stevens Point, WI 54481

Phone: 715-346-1553

Email: assessor@stevenspoint.com