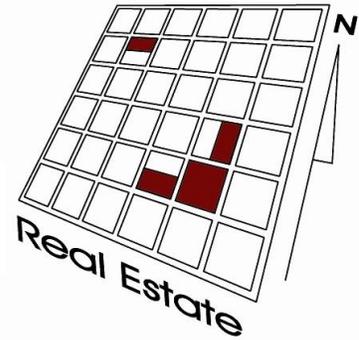


Associated Appraisal Consultants, Inc.



Highland Wine Company
2323 Brown Bottle Rd
Suite 210
Greenville, WI 54942

REQUEST TO VIEW PROPERTY NOTICE

Dear Property Owner,

March 25, 2020

Associated Appraisal Consultants, Inc. is the appointed assessor for the City of Verona and has been contracted to complete a revaluation of all taxable property for the 2020 assessment year. The revaluation will establish new assessed values in an equitable fashion for all properties in the municipality as of January 1, 2020.

Throughout the process of the revaluation, public health and safety is our number one concern. While Associated Appraisal's assessors will be viewing properties from the **exterior only**, they will be following certain procedures to make sure CDC recommendations and imposed state restrictions are being followed due to the current COVID-19 virus outbreak. *Note: Assessment Staff have been determined to be exempt from the "stay at home" provisions of the Safer At Home Order (Emergency Order #12) issued by the State of Wisconsin Department of Health Services by order of Governor Tony Evers on March 24, 2020.*

The assessors will begin working in your neighborhood within the next several weeks. All staff members from Associated Appraisal will carry a letter of introduction from the City of Verona, a photo ID, and drive a red company vehicle displaying the Associated Appraisal logo and contact information. When the assessor arrives at your property, they will knock on your door, step back six feet from the door, and will communicate with you at that distance. If you are not home or not comfortable answering questions at the door, the assessor will leave a tag with instructions on how to contact our office. After a tag is left, they will carry on to measure the exterior of the buildings, take exterior photos, and be on their way. If you own rental property in the City, please inform your tenants that we will be visiting that property in the near future, so we can have their full cooperation for this review.

In order to make an accurate assessment, it is necessary for Associated Appraisal to conduct an exterior inspection of all residences, apartments, and businesses in the City. It will not be necessary to inspect the interior of any buildings unless there is new construction or a building permit has been taken out for a remodel of the interior of your property. This interior information can be shared from the door or over the phone with one of our assessment technicians.

After the review process is complete and current assessed values are determined, a Notice of Assessment will be mailed to all property owners in the city. Property owners will then have the opportunity to discuss their assessed values with an assessor during the Open Book session. If the property owner is not satisfied with their assessed value after the Open Book session, they will have the opportunity to appeal the assessment to the Board of Review. The Notice of Assessment will contain the Open Book and Board of Review dates. Property assessment and appeal information is available at: <http://www.revenue.wi.gov/pubs/slf/pb060.pdf>.

Associated Appraisal and the City of Verona appreciate your cooperation. We have included property owner rights and a list of common assessment questions on the back side of this notice for your review. Should you have any additional questions, please call (920) 749-1995 to speak with one of our knowledgeable assessors.

Thank you for your help in creating a successful 2020 Revaluation Program.

Sincerely,

Associated Appraisal Consultants, Inc.

PROPERTY OWNER RIGHTS

Section 70.32 of the Wisconsin Statutes states, the value of real property should be based on “actual view.” If an assessor is not allowed access to view a property, the assessment value is based on “the best information that the assessor can practicably obtain ...” This means an assessor must estimate the value of property using the information they have available to them.

To ensure receiving a complete and accurate valuation, it benefits the homeowner to allow the assessor access to view the interior of their residence. For the purposes of valuation if access is denied, the assessor will then base the valuation on the next best information available. However, if facts exist making an interior view necessary to complete an accurate valuation, the assessor may seek a special inspection warrant per section 66.0119 of the Wisconsin Statutes to view the interior of the home.

Section 70.05(4n) of the Wisconsin statutes requires the following notice:

You have the right to refuse entry into your residence pursuant to section 70.05(4m) of the Wisconsin statutes. Entry to view your property is prohibited unless voluntarily authorized by you. Pursuant to section 70.05(4m) of the Wisconsin statutes, you have the right to refuse a visual inspection of the interior of your residence and your refusal to allow an interior inspection of your residence will not be used as the sole reason for increasing your property tax assessment. Refusing entry to your residence also does not prohibit you from objecting to your assessment pursuant to section 70.47(7) of the Wisconsin statutes.

COMMON ASSESSMENT QUESTIONS

Some of my neighbors have told me the only reason for the reassessment is to raise taxes. Is this true?

No, a reassessment has no impact on the total amount of taxes collected. However, it may change your property's percentage share of total taxes collected to increase, decrease or, have a minimal effect.

Why do you need to inspect the interior of my home?

There is no question that an inspection is an inconvenience. For that, we apologize. However, building size, age, features, quality, and condition, along with many other factors affect the market value of your property. The only way to ensure a Fair Market Value is to collect current exterior and interior data for each property. We are not concerned with your housekeeping nor personal belongings. This information will not be recorded and will be kept confidential.

How does the assessor value property?

Wisconsin law requires that property assessments be based on Fair Market Value. Estimating the market value of your property is a matter of determining the price a typical buyer would pay for it in its present condition. Some factors the assessor considers are: what similar properties are selling for; what it would cost to replace your property; the rent it may earn; and any other factors that affect value. It is important to remember that the assessor does not create assessed value, but rather interprets what is happening in the market place through real estate sales.

What can I do to ensure a fair and reasonable assessed value for my property?

Even with the best of care and intentions, mistakes are possible. Inform the assessor of any problems that might affect market value. There will be an opportunity to discuss your assessment with the assessor at the Open Book. Should you feel your assessment is in error, bring to the Open Book any documentation that supports your opinion of value. Property owners will be notified if there is a change to their assessment, when the project is completed. If the discussion with the assessor does not resolve your concerns, a Board of Review will be held where you can again present sales or other market value evidence that shows the assessment to be in error.

Do all assessments change at the same rate?

No, not necessarily. There are differences between individual properties and between neighborhoods. In one area, the sales may indicate a substantial increase in value in a given year. Yet in another neighborhood for example, there may be no change in value, or even a decrease in property values. Different types of properties within the same neighborhood may also show different value changes. For example, one-story houses may be more in demand than two-story houses, or vice versa. Older homes in the same area may be rising in value more slowly than newer homes. Perhaps the older style homes that have been traditionally selling low are now selling much higher. There are numerous factors to be considered in each property, which will cause the values to differ. Some of the factors which can affect value are: location, condition, size, quality, number of baths, number of bedrooms, basement finish, garages, overall condition as well as many others.

What is the bottom line?

Assessments are required by state law and are mandatory. The real issue is whether your property is assessed at the statutory required market value. Look at your final assessment after the revaluation. If it appears to be an accurate value when compared to sales of similar property, then it probably is a fair assessment. If, in your opinion, it does not reflect the market value of your property when compared to sales of similar properties, you should talk to our assessment staff. We may be able to provide information or take further actions to resolve your concerns.