

**Town of Green Bay, Brown County, Wisconsin  
5999 County Rd. K, New Franken, WI 54229**

**Board of Review  
Notice**

**The Board of Review will meet on Tuesday May 28<sup>th</sup>, 2013 from 5:00 pm to 7:00 pm at the Town of Green Bay Town Hall at 5999 County Rd K, New Franken, WI. Please call for your Objection Form & Schedule a time to be heard.**

**Under Wisconsin law, the following provisions apply to owners that want to contest the assessment value put on their real or personal property by an assessor.**

- 1. No person will be allowed to contest the valuation if there was a refusal to allow viewing the property after the assessor sent a written notice by certified mail.**
- 2. After the first board of review meeting and before the board's final adjournment, no person scheduled to appear may contact or provide information to a board member except at a board meeting held in open session.**
- 3. No owner may ask removal of a board member, for any reason, unless at least 48 hours before the first meeting of the board of review, notice is provided to the clerk of what members(s) are asked to be removed. An estimate of the hearing time length must also be made. It is recommended you give this notice in writing. Any claim of bias must be done by written affidavit. Only one member can be removed without a claim of bias.**
- 4. To challenge the assessment, you must provide an estimate of the value of all property assessed that is being challenged. At the board meeting, information used to reach the value must be disclosed. The clerk has a written objection form for you to fill out.**
- 5. If your property is assessed using the income method, you must have supplied all income and expense information to the assessor. This information is confidential unless you challenge the assessment. This method is ordinarily used for some types of business property.**

**Submitted By: Debbie Mercier, Clerk**

**Posted: 4-13-13  
Town Hall  
Sweet Seasons  
New Franken One Stop**