

Village of River Hills – 2023 Revaluation

Sketch Creation – now – 4/6/2023 – Create a sketch from information passed by previous Assessor or what can be accessed from local property file. The sketch information populates sizes and information considered in the valuation process.

Sales Analysis – 4/10/2023 – 4/21/2023 – Analyze sales data to determine valid arm's length transactions to be used in the valuation process. Will include possible field verification from exterior review and best information available in public domain.

Market Modeling – 4/10/2023 – 4/21/2023 – Process valid transactions through market system to create valuation model. This process identifies the characteristics and the values that have bearing on the sales price through multiple computer passes. The results are tested continually against the sales prices to help define the most effective model. This process also includes review of tables to be used in a Cost Approach to make sure they properly calibrated to reflect the market values.

Final Field Review – 4/24/2023 – 5/26/2023 – Field documents are created with comparable sales that are reviewed to help reconcile the final estimate of value.

Quality Checks – 5/30/2023 – 6/2/2023 – Final quality checks of the values are made through numerous reports and comparisons to help assure proper valuation estimates are made.

Mail Notices – 6/5/2023 – Notices are printed and mailed to the property owners on record. The notice is based upon Wisconsin Department of Revenue (WI DOR) Form PR-301. The form displays the new proposed assessment and explains the appeal rights if they disagree with the valuation. Additionally, a Frequently Asked Question document will be included with answers to many questions we have fielded over time that owners may ask.

Open Book Phones – 6/6/2023 – 6/21/2023 – A local phone line will be staffed to assist in answering general questions that may be asked and to assist in the scheduling of appointments with owners and appraisal staff.

Open Book Appointments – 6/12/2023 – 6/23/2023 – Staff will be available to meet directly with owners and explain the process and data considered in establishing their value and to accept and take into consideration information provided by the owners that they wish us to review and answer any questions they might have in relation to the valuation. The assessment staff also will have on hand and will distribute to the owner's information from the WI DOR on the assessment and the appeals process in the State of Wisconsin.

Open Book Renotification – 6/28/2023 – A renotification letter will be created and mailed to all properties that owners attended Open Book. The Renotification letter also contains steps to the Board of Review if they still disagree with the valuation.

Board of Review Intent – 7/17/2023 – As per Wisconsin Statutes, this is the day, 48 hours prior to the Board of Review, that any owners wishing to appeal their assessment, must give intent to the Clerk that they wish to have an appeal be heard by the Board of Review.

Board of Review – 7/19/2023 – First meeting date of Board of Review