

1.0 PURPOSE:

To describe the standard policy regarding the public inspection of the tax assessment roll for the City.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to the Assessor's Office and to the general public.

3.0 POLICY:

It is the policy of the Assessor's Office to make the assessment roll available for public inspection during regular working hours at the City Hall on a year round basis.

4.0 REFERENCES:

Section 62.09(1) and Chapter 70, Wisconsin Statutes.
Section 2.14, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Assessor's Office is responsible for implementing this policy.

5.2 GENERAL POLICIES

5.2.1 The assessment roll shall be available for public inspection every day during normal working hours, in addition to the public inspection period required under the State Statutes.

5.2.2 Property owners may request the Assessor to review the assessment on their property at any time.

5.2.3 The Assessor shall fully explain to any property owner and to others, what they need to know, how the assessment on a particular parcel was developed.

5.2.4 The Assessor shall fully explain to disgruntled property owners, what their rights and privileges are before the Board of Review, if they disagree with the assessment on their property.

- 5.2.5 The Assessor shall explain to all property owners who are dissatisfied with their property assessment, that the Assessor is not a member of the Board of Review, but that the Assessor will appear before the Board and explain the rationale for the particular assessment.
- 5.2.6 Income and expense information provided to the Assessor shall be kept confidential by the Assessor under Section 70.47(7)(af), Wisconsin Statutes, and shall not be subject to copying under Section 19.35(1), Wisconsin Statutes.