

PROCEDURES for BOARD OF REVIEW
Town of Phelps

- Complete the “Objection Form” in INK ONLY and PRINT!
- The form must be completed for every question – leaving none blank. If the item does not apply, mark it NOT APPLICABLE or N/A.
- The Form must be filed with the Town Clerk (Marjorie Hiller) by dropping form in drop box location next to the Town Clerk office in the Town Hall (4495 Town Hall Road) or mail to: P. O. Box 157 – Phelps WI 54554 - Tel / Fax: 715-545-2270.
- Filing must be at least 48 hours in advance of the hearing before the board of Review.
- You or your agent must be present at the hearing to give testimony under oath.
- Boards of Review operate like a Court of Law! Their function is NOT ONE OF VALUATION, but of make a decision on the VALIDITY of the facts and evidence presented and those documents that can prove an error in assessment. The lack of proving beyond a doubt that the assessment is incorrect, the Board in accordance with Wisconsin Law, must presume the Assessor is correct.
- THE HEARING IS ON ASSESSMENT – NOT TAXES! OPINION is not ADMISSABLE at the hearing!
- It is advisable to read all of the material available to you here and to go a step further by contacting the Wisconsin Department of Revenue and review the materials that they have for the property owner. Go to their WEBSITE:

www.revenue.wi.gov

Marjorie Hiller (Clerk) 715-545-2270;

E-mail: townclerk.phelps@gmail.com

Board of Review Objection Form - <https://www.revenue.wi.gov/forms/govtvc/pa-115a.pdf>