

**TOWN OF MENASHA TAXPAYERS
NOTICE OF OPEN BOOK OF ASSESSMENT ROLLS**

Prior to the meeting of the Board of Review, the assessment rolls for the year 2009 will be OPEN FOR INSPECTION & EXAMINATION. Open Book session is the time set aside for taxpayers to discuss with the Assessor's Office their new 2009 property assessment. It is recommended that you discuss your assessment with the Assessor PRIOR to making any appointment to appear before the Board of Review.

The Open Book Period for such examination will be held:

**Tues., August 18 – Thurs., August 20
Tues., August 25 – Thurs., August 27
8:30 a.m. to 4:00 p.m.**

**Municipal Complex Assembly Rm., 2000 Municipal Dr., Neenah
Or by appointment, call the Assessor at (920) 720-7145 or 720-7102**

**NOTICE OF BOARD OF REVIEW
For the Town of Menasha**

NOTICE IS HEREBY GIVEN that the Board of Review will be held on:

Monday, August 31, 2009 – 5:00 p.m.

Municipal Complex Assembly Rm., 2000 Municipal Dr., Neenah

Please be advised of the following requirements to appear before the Board of Review & procedural requirements if appearing before the Board:

No person shall be allowed to appear before the Board of Review, to testify to the Board by telephone or to contest the amount of any assessment or real or personal property if the person has refused a reasonable written request by certified mail of the assessor to view such property.

All persons wishing to appear before the Board must make an appointment 48 hours prior to the meeting of the Board. Waivers of the required 48-hour notice of intent to file an objection may be granted during the first two hours for good cause.

No person scheduled to appear before the Board of Review may contact, or provide information to a member of the board about that person's objection except at a session of the Board.

A person who qualifies to appear before the Board may ask for removal of a member of the Board of Review as long as the request is made at least 48 hours before the meeting of the Board. This request is to be made to the clerk of the Board of Review (Karen Backman, 720-7149) and should include the name of the member being removed and the length of time the hearing will take.

Please note: When appearing before the Board the person shall specify in writing the person's estimate of the value of improvement that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.

If a person is objecting to their assessment, which was made by the assessor using the income method, all information must have been provided to the assessor about income and expenses as specified under s. 73.03(2a). If these requirements have not been met, the person will not be allowed to appear before the Board, testify by telephone or object to a valuation. Only ill or disabled persons who present to the Board a letter from a physician, surgeon or osteopath that confirm their illness or disability may testify by telephone. No other persons may testify by telephone.

The municipality has provided by ordinance for the confidentiality of information about income and expenses that are provided to the assessor, adopted by the Town Board of Supervisors, and will provide exceptions for persons using the information in the discharge of duties imposed by law or of the duties of their office or by an order of the court. The information that is provided under this paragraph, unless a court determines that it is inaccurate, is not subject to the right of inspection & copying under s. 19.35 (1).

Instructional materials on appealing your assessment to the Board of Review are available at the Town Assessor and Town Clerk's offices, 2000 Municipal Dr., Neenah.

Karen Backman, Municipal Clerk

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