



## **Field Inspection Policy**

This policy is for gathering new information for the property record card, or updating previously listed data that may result in an assessed value change for a property.

### **Why does the assessor have to inspect my property?**

Statutory Requirement : 70.32 Real estate, how valued. (1) Real property shall be valued by the assessor in the manner specified in the Wisconsin property assessment manual provided under s. 73.03 (2a) from actual view or from the best information that the assessor can practicably obtain, . . .

#### Wisconsin Property Assessment Manual: Chapter 8 – Page 37

In performing improvement analysis, the assessor must make a thorough, detailed, and objective inspection of each property, noting relevant characteristics as they relate to physical condition, effective age, and functional utility. . .

It is essential that the assessor have a detailed description of each property in order to find market comparables, establish a basis for adjustments using the market approach, to accurately estimate replacement cost new and depreciation, and to better defend the final value estimate.

This is best done through the use of the Property Record Card - form PA-500 (PRC) prescribed by the Department of Revenue . . . The PRC is a valuable listing tool for the assessor.

When assessment personnel inspect properties, they are gathering information for the Property Record Card, or verifying information previously listed on the property record card. If a property is on the list to be inspected because of remodeling or partial construction for the prior roll, the Assessor's office will attempt to contact the property owner by phone according to the department appointment scheduling policy. When that fails or if a phone number can't be found, someone will stop by with a door hanger which notifies the owner we have been trying to contact them to schedule an appointment, and requests they call the Assessor's office.

### **What happens if I schedule an appointment with the Assessor?**

An employee from the Assessor's office will drive up to your property in a car with "City of Marshfield Assessor" clearly visible on the car. They will have a photo ID and will knock on the door. There is a limited time between appointments, and every effort is made to stay on schedule. The employee will verify the information listed on the property record card and list new construction or building projects in progress. Factors for residential homes include:

- An overall condition for both the interior and exterior of the home, along with ratings for the kitchen and bath areas.
- The percent completed or square foot unfinished as of January 1.
- Exterior measurements are taken for accurate square foot calculations of all buildings, attachments and detachments, such as: porches, garages, decks, gazebos, sheds, etc.
- Other features not included in all homes are also listed, such as fireplaces, basement rec area and masonry trim.
- Central air conditioning is listed along with the type of heating system.
- Bathrooms and half baths are counted and the number of plumbing fixtures is entered, including a kitchen sink and water heater.

## Field Inspection Policy (2)

### **What happens if I don't respond to the phone calls to schedule an appointment with the Assessor?**

An employee from the Assessor's office will drive up to your property in a car with "City of Marshfield Assessor" clearly visible on the car. They will have a photo ID and will ring the doorbell or knock on the door with the intent of hanging a pink door hanger on the doorknob.

If a child responds and no adult is home, the employee will hand them the card and ask them to have a parent contact our office. If no one responds, the card will be hung on the doorknob and the employee will leave.

At no time will the employee look into windows or take invasive measures that may frighten children, handicap persons, or elderly people that may not hear doorbell or the knock on the door.

If there is no response to the door hanger, a letter will be mailed to the property owner.

If the property owner does not contact the Assessor's office after a reasonable amount of time, a certified letter is mailed to the owner explaining that we need to inspect the property and they should schedule an appointment. It also explains that failure to schedule an appointment will result in a dooamage value being placed on the property and may result in the loss of the right to appeal the value change for that year. When the owner still doesn't respond, a new photograph will be taken of the property and a dooamage value estimated using the best information available to the Assessor.

Wisconsin Statute 70.47 (7) (aa) 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 of real or personal property if the person has refused a reasonable written request by certified mail of the assessor to view such property.