

OPEN BOOK
DUE TO COVID-19 OPEN BOOK WILL BE BY TELEPHONE

Accurate Appraisal, LLC, the Town's assessment contractor, will conduct Open Book discussions to assist taxpayers in understanding their assessments. The 2020 valuation discussions will be conducted by telephone appointments to ensure safety amid COVID-19.

Telephone Open Book Appointments will be available
Wednesday June 10th from 4:00 PM to 6:00 PM

To set up an Open Book telephone appointment please log on to www.accurateassessor.com and click the online APPOINTMENTS link on top of the screen, then choose your location (Sugar Creek), choose your Telephone Open Book date and time, then enter your personal information including the phone number to be contacted at. An assessor will call you within 15 minutes of your scheduled timeslot. If you do not have Internet access, please call **Accurate Appraisal at 1-800-770-3927** to schedule a telephone discussion.

If you cannot make the arranged appointment times and still wish to discuss your assessment with us, you can call our office or e-mail us at question@accurateassessor.com. For additional assessment information please visit our Website www.accurateassessor.com. If you are no longer the owner of the property described on the enclosed property assessment notice, please return it to Accurate Appraisal LLC, PO Box 415, Menasha, WI 54952.

If, after the Open Book session, you wish to object to the assessment, contact **Diane Boyd-Clerk at 262-742-3383** to file a "Form of Objection" and to schedule an appointment before the local Board of Review. You will need to file an Intent to File Objection form with the Municipal Clerk at least 48 hours prior to the Board of Review. **The Board of Review will be meeting at the Sugar Creek Town Hall on Thursday, July 21st from 5:00 PM to 7:00 PM.** Appearances at the Board of Review are by prior appointment only. The Board of Review functions like a court in that it is required to evaluate evidence based on facts. You must provide factual information showing your property is incorrectly assessed