



**VILLAGE OF RICHFIELD  
ASSESSOR'S ANNUAL REPORT  
DECEMBER 19, 2019**

In 2019, the Assessor performed maintenance assessment work, focusing primarily on sales, building permits (physical changes to properties), new parcels and business personal property assessments. For 2020, the Assessor will be conducting a market update revaluation of the entire Village with the goal of bringing all assessed values to 100% market value for the 2020 assessment cycle.

The assessed value of the Village increased by about \$20.9 million in 2019, primarily due to new residential construction. The general level of assessment for the Village dropped from 95.2% to 89.9% from 2018 to 2019. The drop in assessment level is caused by increases in sale prices and property values relative to existing assessed values. According to the Wisconsin Department of Revenue, the total value of all taxable property in the Village of Richfield has increased significantly from \$1.70 billion to \$1.83 billion, or about 7%, from 2018 to 2019. Richfield's increase slightly exceeds the 6% increase for Washington County as a whole over the same time period.

For the 2020 assessment cycle, the assessor will be revaluating all properties, based on available sales data and existing assessment records. The assessor will not be making field inspections of all properties in 2020. Rather, the assessment staff will continue to physically visit properties and update assessment records for all properties that have sold during the previous calendar year, as well as all properties with changes due to new construction, remodeling, or demolition. As always during our field inspection cycle, we will be notifying property owners in advance that an assessor will be visiting their property. If no one is home at the time of the visit, we will leave a doorhanger on the main entrance with instructions on how to setup an appointment. We now offer online appointment scheduling as well as scheduling by phone. Our staff will be carrying photo ID tags and driving red fleet vehicles, clearly displaying our company name, so that we are clearly recognizable. We will be courteous and professional in our communications with all property owners.

The following is a summary of the tasks completed for the 2019 assessment cycle:

- Completed 562 property inspections in the field, verified and corrected property records, and adjusted values as necessary.
- Revalued 100% of the Village's business Personal Property assessments.

- Entered building permit data into Market Drive software for each parcel that was issued a building permit in the 2018 calendar year.
- Reviewed all sales of real estate from 2018 within the Village to determine which sales were arm's length sales and which were not.
- Reported sales validations to Department of Revenue, along with all property attributes for all arm's length sales.
- Performed a sale ratio study to determine the ratio of assessed value to sale price for all valid sales.
- Identified which properties required field visits for 2019.
- Performed field inspections to gather data for updating assessment records, reviewing sales, building permits and requests by property owners.
- Updated property records with all new information obtained from field visits.
- Completed new assessed values for personal property and real estate and provided an updated assessment roll to Village staff.
- Mailed notices of changed assessments to owners of all properties whose assessments have changed.
- Conducted Open Book meetings on Monday, July 8<sup>th</sup> from 3pm to 7pm.
- Finalized all assessments at the Board of Review on July 29th.

As always, we will continue to respond to phone inquiries by property owners, as well as requests for information from realtors and appraisers.

Associated Appraisal is moving our corporate office to a new location about 5 miles west of our current office in Appleton. The new company mailing address is P.O. Box 440, Greenville, WI 54942. Our telephone number is 920-749-1995 and our website is [www.apraz.com](http://www.apraz.com).

It is a pleasure working with the Village staff and we look forward to continuing our positive working relationship with the Village of Richfield and its residents. For questions or comments I can be reached at by phone at (920) 224-8803 or by email at [deanp.apraz@gmail.com](mailto:deanp.apraz@gmail.com).

Thank you!

*Dean W. Peters*  
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*Associated Appraisal Consultants, Inc.*

**Associated Appraisal**  
**Consultants, Inc.**  
 Appleton ■ Hurley ■ Lake Geneva

