



## Real Property Lister

Sue Theisen

PO Box 470  
Friendship, WI 53934  
www.adamscountylandrecords.com

PH 608-339-4525  
Fax 608-339-4584  
stheisen@co.adams.wi.us

---

Attention: Real Estate Personnel/Attorneys/Buyers and Sellers of Real Estate/Title Companies/and Assessors

RE: Parcel Divisions

This letter is sent to you as a courtesy for the Town Treasurers. If you split/sell any part of your property as it was on the First of Current Year and want the NEW owner to receive their own tax bill, Please complete and mail the attached form to your assessor.

Buyers and sellers of property can choose to use this form only if a tax parcel is divided between two(2) or three(3) parties. It is not meant to be used multi-parcel developments.

**The taxes for the current year will be divided appropriately for each split parcel based on the agreed upon assessed values.**

Please read all instructions carefully and remember:

- 1) Additional forms must be used if parcel division creates more than 2 parcels.
- 2) ENCLOSE A STAMPED, SELF-ADDRESSED ENVELOPE FOR THE ASSESSOR TO RETURN THE FORM TO THE BUYER/SELLER FOR THEIR SIGNATURES.
- 3) See reverse side of form for a list of the assessors for Adams County and municipalities they assess.

**This form must be completed AND signed by the assessor, buyer / seller and returned to the Real Property Lister's by **October 15<sup>th</sup>** to insure separate tax bills for current year. If this form is not returned, **the tax bill will remain as it was on January 1st of the Current Tax Year.** If you have any questions, please feel to contact me at anytime.**

(Please feel free to reproduce these forms)