

2013 RICHMOND BOARD OF REVIEW APPLICATION



GENERAL INFORMATION

The Board of Review (BOR) is a panel of three professionals appointed by the Circuit Court for the purpose of reviewing real estate assessments made by the City Assessor within the current calendar year.

The current assessment, by law, is presumed correct unless and until it is clearly shown to be in error. Applicable law states, *“The burden of proof shall be upon the taxpayer to show that the property in question is assessed at more than its fair market value or that the assessment is not uniform in its application”*.

All decisions of the BOR are binding on the property owner and the City for the current year unless the case is continued before the Circuit Court by either party. The decision of the BOR will result in a decreased assessment; a no change in assessment; or an increased assessment. **Appointment schedules are limited, so it is important that appellant presentations be concise and relevant to the issue.** Sufficient market evidence must be presented to the Board to support one or both of the following contentions:

- (1) The property is assessed at more, or less, than its fair market value.*
- (2) The property is assessed inequitably as compared to similar properties.*

INSTRUCTIONS TO APPLICANTS

- *Applications can be submitted no later than August 31, 2012.*
- *Appointment times are reserved for each case. The Board’s cancellation policy requires at least seven (7) business days notice, except for emergencies (i.e. illness, injury or hospitalization). Cancellations during the month of December can not be rescheduled.*
- *An application must be filed for each separate tax parcel and consist of one (1) original and five (5) copies, including any attachments.*
- *Sales, listings and other market data used to support a change in assessed value must have occurred on or prior to July 1, 2012, which is the effective date of value. Income and expense data must be as of July 1st.*
- *The Board will allow a third party to present information and testimony provided that person(s) has notarized authorization from the property owner and meets all required professional licensing requirements.*
- *Appeal of income-producing properties must include a detailed income/expense report and a rent roll for the current and one prior year.*
- *When filing an application before the Board of Review, the applicant acknowledges that the Board is a legal body of the Richmond Circuit Court. As such, all sworn testimony and presentation material must be factual and true. Personal conduct is expected to be courteous and considerate.*

Hearings are scheduled promptly upon receipt of the application. If you are granted a change in assessment, it will be effective on the first day of the tax year.

Any questions regarding an appeal to the Board of Review should be directed to their administrative appointee at (804) 646-7910.

(Please retain this page for reference)

