

# APPLICATION FOR REVIEW OF 2013 ASSESSMENT

**Note: Applications must be filed, or postmarked, no later than July 31, 2012  
All assessments are based on a July 1, 2012 effective valuation date.**

(1) An application form is required for each separate tax parcel; (2) Applicant must be legal owner, or duly authorized agent with an attached letter of authorization; (3) Documentation supporting the applicant's opinion must be submitted with application; (4) Appeal of income-producing properties **must** include a detailed income/expense report and a rent roll for the current and one prior year.

Application #: OR13- \_\_\_\_\_



Real Estate Assessor  
Rm 802-City Hall  
900 E. Broad St.  
Richmond, VA 23219

For more information: (804) 646-7500

**MAP REFERENCE #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(L) (S) (S) (S) (B) (B) (B) (B) (P) (P) (P)

**PROPERTY ADDRESS:** \_\_\_\_\_

**OWNER OF RECORD:** \_\_\_\_\_

**TYPE OF PROPERTY:**  Single Family  2-4 Family  Multi-Family  Commercial/Industrial

## **REASON FOR REVIEW REQUEST**

- ASSESSMENT IS INEQUITABLE WITH SIMILAR PROPERTY ASSESSMENTS (Complete Section A)  
 ASSESSMENT NOT EQUAL TO MARKET VALUE AS OF JULY 1, 2012 (Complete Section B)

**STATE YOUR SUPPORTED OPINION OF VALUE EFFECTIVE July 1, 2012:** \$ \_\_\_\_\_

**I HEREBY REQUEST THE FOLLOWING REVIEW:**  Ride-by  Exterior Insp.  Exterior & Interior Insp.

**APPLICANT:** \_\_\_\_\_  
(Please Print)

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TEL. CONTACT:** (H) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (W) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (C) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

*Note: A review will result in one of four actions by the Assessor: (1) Decreased assessment, (2) Increased assessment, (3) No change, or (4) Reassessment & equalization of neighboring properties*

*I certify that the descriptions and statements contained in this application are to the best of my knowledge both correct and true. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.*  
(Day) (Month) (Year)

**Owner/Agent Signature:** \_\_\_\_\_  
A titled owner or authorized agent (with certified letter) must sign this form

## **PROPERTY OWNER SUPPORTING DATA**

**SECTION A** (*Assessment inequitable with similar properties*). Comparable assessments can be viewed at the website listed below. Please select up to three specific properties that are similar in location, architectural style and physical features to your property.

Address	2013 Assessment	Description (size, room count, baths, etc)
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

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**SECTION B** (*Assessment not equal to market value as of July 1, 2012*). A listing of all market sales is available in the *report* section of the website address listed below. Please select up to three market sales from this list that are similar in location, architectural style and physical features to your property.

Address	Sale Date	Sale Price	Description (size, room count, baths, etc)
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

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**SECTION C:** Income-producing property: On a separate attachment, provide a detailed rent roll and a detailed Income and Expense statement for the current and one prior year.