

CITY ASSESSOR'S OFFICE  
CITY OF PORTSMOUTH, VA

The undersigned property owner or representative, feeling aggrieved, respectfully requests an opportunity to discuss the assessment of the real property described below:

Owner \_\_\_\_\_  
Property Location \_\_\_\_\_  
Map No. \_\_\_\_\_ Parcel No. \_\_\_\_\_

**CLASSIFICATION** (Check one)      One Family     Two Family     Vacant Land

Nature of Grievance:

- Assessed More Than Fair Market Value
  - Inequitably Assessed Regarding Comparable Properties.
- (One or Both Must be Checked)

FACTS PERTAINING TO BUILDING

Age \_\_\_\_\_ Construction Costs \$ \_\_\_\_\_  
Size (in square feet) \_\_\_\_\_ Story Height \_\_\_\_\_  
Attic: Yes \_\_\_\_\_ No \_\_\_\_\_ Finished \_\_\_\_\_ No. Rooms \_\_\_\_\_

COMPARE WITH BUILDINGS LOCATED AS FOLLOWS:

Address \_\_\_\_\_ Owner \_\_\_\_\_  
Address \_\_\_\_\_ Owner \_\_\_\_\_  
Address \_\_\_\_\_ Owner \_\_\_\_\_

FACTS PERTAINING TO LAND:

Lot Size \_\_\_\_\_ Purchase Price \_\_\_\_\_ Date \_\_\_\_\_  
Topography: High \_\_\_\_\_ Low \_\_\_\_\_ Ditch \_\_\_\_\_

**PROPERTY PURCHASED**                      Date                      Consideration \$

Has Building Permit Been Issued Regarding Structure? \_\_\_\_\_  
Nature of Work \_\_\_\_\_

Date Work Completed \_\_\_\_\_ Costs \$ \_\_\_\_\_ Permit No. \_\_\_\_\_  
If Offered For Sale Today I Would Accept \$ \_\_\_\_\_  
As The Fair Market Value For Land And Improvements.

**NON-RESIDENTIAL ZONES**

Circle One (1): Commercial    Industrial    Multiple Dwelling    Apartment

List Name of Owner and Location of Two Properties Comparable to Your Own:

1. \_\_\_\_\_
2. \_\_\_\_\_

What Is The Market Value Of This Parcel Of Land?                      \$ \_\_\_\_\_  
 Total Gross Income From Property For Last Year                      \$ \_\_\_\_\_  
 What Were Your Expenses (Exclude All Taxes And Depreciation)?                      \$ \_\_\_\_\_  
 What Was The Original Cost Of Improvements?                      \$ \_\_\_\_\_  
 What Has Been The Cost Of Additions Since Built?                      \$ \_\_\_\_\_  
 Are You Submitting A Depreciation Schedule?                      Yes                       No   
 Is An Income And Expense Statement Attached?                      Yes                       No   
 Is Insurance Information Available?                      Yes                       No

Additional Information Submitted As Follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALL OWNERS MUST ANSWER THE FOLLOWING**

An Adjustment of This Assessment Should Be Made Because:

\_\_\_\_\_

\_\_\_\_\_

If Offered For Sale Today, I Would Accept: \$ \_\_\_\_\_  
 Is A Private Appraisal Being Submitted? Yes  No

THIS APPLICATION CANNOT BE CONSIDERED UNLESS ALL PERTINENT QUESTIONS ARE ANSWERED AND ARE SUBSTANTIALLY CORRECT.

If Information Contained Herein Indicates A Review Is Warranted, An Inspection Of The Property Will Be Made. You Will Be Notified By Letter Of Action Taken.

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 \_\_\_\_\_, 20\_\_\_\_.

Signature Of Applicant \_\_\_\_\_  
 Applicant Name (Please Print) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone \_\_\_\_\_

For Use By Assessors Office Only

**APPRAISER'S FIELD NOTES**

I (we) Have Personally Inspected the Properties Described On the Reverse Side Hereof and After Careful Consideration Of All Factors Involved Make The Following Recommendations –

\_\_\_\_\_

\_\_\_\_\_

Appraiser \_\_\_\_\_

Make Land \_\_\_\_\_ Make Building \_\_\_\_\_

Assessor of Real Estate

Remarks

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SPACE FOR ASSESSOR'S USE – CHANGE OF ASSESSMENT TOTALS

	Land Value	Improvement Value	Total Value
Increase	\$ _____	\$ _____	+
Decrease	\$ _____	\$ _____	-
	Value Difference ± _____		\$ _____