

# ASSESSMENT APPEAL APPLICATION

Application #:20\_\_\_\_\_

Received:\_\_\_\_\_

- (1) A separate application form is required for each parcel.
- (2) Applicant must be the legal owner or duly authorized agent with an attached Letter of Authorization form, which can be found at [www.portsmouthva.gov](http://www.portsmouthva.gov).
- (3) Supporting documentation must be submitted with this application.
- (4) Income/expense data for leased or investment property must be provided with this application.
- (5) Applications can be submitted by mail or email. Electronic submissions may be emailed to: [realestateappeals@portsmouthva.gov](mailto:realestateappeals@portsmouthva.gov) and must include all attached materials at the time of submission. Additional materials may not be added without resubmission of the entire application.



**City Assessor's Office**  
P. O. Box 820  
Portsmouth, VA 23705

**APPLICATION MUST BE FILED ON OR BEFORE  
5:00 P.M., MARCH 24, 2023**

**Need more information?**  
Phone: (757) 393-8631

Property Address:

Map &amp; Parcel No:

Property Type:  Single Family  Duplex  Condo/Townhouse  Multi-Family (Apt.)  Commercial/Industrial

Owner(s) of Record:

Assessment Notice Values:

Land: \$

Building: \$

Total: \$

**Reason for Appeal:** Please note: Under State law, neither financial impact nor the rate of value change is, by itself, sufficient grounds for appeal. As required, the City's assessment is an estimate of fair market value as of January 1, 2023, effective July 1, 2023. We welcome appeals based on issues such as factual discrepancies or demonstrable issues of uniformity or fair market value.

**FAIR MARKET VALUE:** This property is assessed more or less than its Fair Market Value, as indicated by a review of comparable properties. (Complete Section A on the reverse side of this form.)

**LACK OF UNIFORMITY:** This property assessment is out of line generally with similar properties. (Complete Section B on the reverse side of this form.)

**ERRORS in PROPERTY DESCRIPTION:** The assessment of this property is based on inaccurate information such as lot size, square footage, condition of property, topography, zoning, etc. Accurate property characteristics are listed on the reverse side of this form.

Based on this information, I believe the proper assessment of this property as of July 1, 2023, should be:

Land: \$

Building: \$

Total: \$

**Owner/Agent Information** (must be completed by property owner or authorized agent) **Note:** If applicant is not the owner of record, application must include an original **Letter of Authorization** from the owner, signed prior to date of application, either notarized or on owner's commercial letterhead.

I hereby certify that the descriptions and statements contained in the application are correct, accurate, and true, to the best of my knowledge and belief. Given under my hand this \_\_\_\_ day of \_\_\_\_\_, 2023

Printed name of Owner/Agent:

Signature of Owner/Agent: **X**CHECK ONE:  I am the Owner  I am an Owner Agent

Phone:

Mailing Address (if different from property address):

**PROPERTY OWNER SUPPORTING DATA**

**SECTION A** (Assessment Higher than Market Value): The subject assessment is determined by analysis of real estate sales with physical and location characteristics similar to the subject property. Please list up to three specific sales occurring in 2022 supporting your contention:

Address	Description (size, square footage, baths, etc.)	Sale Date	Sale Price
			\$
			\$
			\$

**SECTION B** (Assessment Inequitable with Similar Properties): The subject assessment should be at the same level of market value as comparable properties. Please list up to three specific properties supporting your contention:

Address	22-23 Total Assessment	Description (size, square footage, baths, etc.)
	\$	
	\$	
	\$	

A review of your 2023 real property assessment will be conducted, as well as a review of any recorded legal documents, building permit history and a possible site inspection. Site inspections will be conducted with the owner's approval and coordination. Once the review is finalized, you will be notified by letter of one of three actions by the Assessor: (1) Assessment decreased, (2) Assessment increased or (3) Assessment affirmed.

Appeal of the resulting Assessor's decision may be made to the Board of Equalization.

OWNER/AGENT COMMENTS:


**FOR OFFICE USE ONLY**

Date Received	Appraiser	Action Taken	Date 2 <sup>nd</sup> Notice Sent

Independent Appraisal Attached:  Yes  No      Appeal to BOE?  Yes  No

Appraisers Notes

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