



2019

APPLICATION FOR REVIEW OF ASSESSMENT

Return to: DEPARTMENT OF REAL ESTATE ASSESSMENTS
#1 COURTHOUSE PLAZA, SUITE 611 • 2100 CLARENDON BOULEVARD
ARLINGTON, VIRGINIA 22201 • TELEPHONE (703) 228-3920

E-MAIL: realog2@arlingtonva.us Website: www.arlingtonva.us

DEADLINE FOR FILING: MARCH 1st

DOCUMENTATION IN SUPPORT OF THIS REVIEW MUST BE SUBMITTED WITH APPLICATION.

FOR OFFICE USE ONLY

Form with fields: RPC, FOR OFFICE USE ONLY, APPLICATION NO., NHBD, DATE, APPRAISER

AN INTERIOR INSPECTION MAY BE REQUIRED - SEE REVERSE FOR INSTRUCTIONS

To be completed by appraiser: Date Time Place

PLEASE PRINT OR TYPE

Name of legal owner

Agent's name (if applicable)

Address to which response is to be mailed

Property address if different from above

Owner's / agent's telephone number: Home ( ) Work ( )

Review of an assessment may result in any of the following actions: (1) Increased assessment (2) Decreased assessment (3) No change

In support of this application, one or both of the following statements should be checked:

- (A) This property is assessed at more than its Fair Market Value.
(B) This property is not assessed equitably with similar properties.

Evidence must be submitted in support of "A" and/or "B". In support of "A", list your reasons in detail including recent sales of comparable properties. In support of "B", include location of comparable properties with their assessments and state reasons for perceived inequities among assessments. A maximum of 5 comparable assessments may be submitted.

Appellant's Remarks:

IF ADDITIONAL SPACE IS REQUIRED, YOU MAY ATTACH ADDITIONAL SHEETS IN LETTER-SIZE (8 1/2 X 11) FORMAT.

STATE YOUR OPINION OF FAIR MARKET VALUE AS OF January 1, 2019?.....\$

I certify that, to the best of my knowledge, the descriptions and statements contained in this application are accurate.

Date PRINTED NAME OF OWNER OR AGENT SIGNATURE TITLE

Your assessment review may not be completed prior to the Board of Equalization appeal deadline of April 15, 2019. Property owners who have not received the results of their review by APRIL 1st may wish to file an appeal with the Board of Equalization to preserve the option of a BOE appeal.

Table with columns: ACTION TAKEN, Original, Revised, Decrease/Increase, Director / Assistant Director. Includes rows for Confirmed, Revised and fields for CS, L, B, CR, T, CHG, REC. TO BOE.

## INSTRUCTIONS FOR FILING RESIDENTIAL REVIEW

- The deadline for filing appeals is **March 1, 2019**. **Applications must be postmarked by March 1<sup>st</sup>**.
- **Residential Applicants:** Please include with your application any information you feel is relevant, i.e., comparable sales, appraisals, condition of property, etc. **A maximum of 5 comparable assessments may be submitted.** An appraiser will contact you to schedule an appointment and inspection of your property. An interior inspection may be required.
- **Commercial Applicants:** A formal review hearing will be held with the appellant in the offices of the Department of Real Estate Assessments. You will be notified of the date and time of the departmental hearing. You must submit with the application all information you wish to have considered by the Department in the review process, including but not limited to:
  - Income and Expense Statement for 2018, **certified and signed by owner or authorized agent of owner (if agent, a specific authorization signed by owner authorizing agent to sign income and expenses statements must be submitted)**. If you have not previously submitted certified income and expense information for 2017 and 2016 you should also submit this information with your application
  - The income and expense information which is provided will be kept confidential according to Section 58.1-3 of the Code of Virginia. **If there is willful failure to furnish statements of income and expenses in a timely manner to the director, the owner of such parcel of real estate shall be deemed to have waived his or her right in any proceeding contesting the assessment to utilize such income and expenses as evidence of fair market value (Code of Virginia 15-2-716)**
  - Any current appraisal you wish to have considered
  - Lease information
  - Construction costs
  - Any fact or condition that affects the value of the property
- If application is being submitted by anyone other than the legal owner of the property, it must be accompanied by a Letter of Authorization which should:
  - Be an original document
  - Identify owner of record, RPC (Real Property Code[s])
  - State property address
  - State the specific year(s) for which authorization is valid
  - Identify agent with address and telephone number
  - Be signed by an owner or an authorized officer of the corporation
  - Signature line must include:
    1. the notarized signature of an owner of record of the property or an officer of the corporation
    2. printed or typed name and title
- Letter of Authorization forms will be mailed on request. Please contact the Department at (703) 228-3920. The forms may also be printed from the Department's web pages on the County's website at: [www.arlingtonva.us](http://www.arlingtonva.us).

**REAL ESTATE ASSESSMENT INFORMATION IS AVAILABLE ON THE INTERNET AT: [WWW.ARLINGTONVA.US](http://WWW.ARLINGTONVA.US)**

**Appraiser's Remarks:** \_\_\_\_\_

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