



# 2023 OFFICE REVIEW APPLICATION

Application #: OR23-

Real Estate Assessor  
900 E Broad St, Room 802  
Richmond, VA 23219  
Phone: (804) 646-7500  
Fax: (804) 646-5686

**Filing Deadline is September 30, 2022**

- Applicant must be legal owner or duly authorized agent with an attached letter of authorization
- Documentation supporting the applicant’s opinion must be submitted with application (Section A and/or B on page 2)
- Income producing properties must complete Section C on page 2
- 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
- Email completed applications to [assessmentappeals@rva.gov](mailto:assessmentappeals@rva.gov)

## PROPERTY DESCRIPTION – ONE TAX PARCEL PER APPLICATION

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 similarly assessed property (Complete Section A)
- Assessment is not equal to market value as of September 1, 2022 (Complete Section B)

State Your Supported Opinion of Value Effective September 1, 2022: \$ \_\_\_\_\_

## APPLICANT INFORMATION

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel. Contact (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_

Email Address: \_\_\_\_\_

*I certify that the descriptions and statements contained in this application are to the best of my knowledge both correct and true. I understand that this request for assessment review may require the city appraiser to inspect the exterior and interior of the property.*

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Day Month Year

Owner/Agent Signature: \_\_\_\_\_

The property 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.

<b>Property Address</b>	<b>2023 Assessment</b>	<b>Description (Size, Room Count, Baths, Condition, Etc.)</b>
	\$	
	\$	
	\$	

**SECTION B – Assessment not equal to market value as of September 1, 2022**

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.

<b>Property Address</b>	<b>Sale Date</b>	<b>Sale Price</b>	<b>Description (Size, Room Count, Baths, Condition, Etc.)</b>
		\$	
		\$	
		\$	

**SECTION C – Income-Producing Properties**

On a separate attachment, provide a detailed rent roll and a detailed Income/Expense statement for the current and one prior year.