

Office Review – to the City Assessor's Office

This form must be completed and filed with the necessary attachments to the City Assessor's Office **by March 1 or within 30 days of the change of assessment notice date**, whichever is later, to be considered for an Office Review. Mail to 135 N. Union St. – Suite 301, Petersburg, VA 23803 or email to cgreen@petersburg-va.org. **Applications must include all attachments at the time of submission. Additional materials may not be added without resubmission of the entire application.**

A separate application must be filed for each separately assessed parcel.

An application will be considered complete only when...

- > All "Property and Ownership Information – Recorded Ownership" is filled out including proposed assessed value
- > Supporting evidence is provided for A, B or C under the "Basis of Review"
- > The form is signed by an owner or authorized agent (Anyone other than the recorded property owner must file an Agent Authorization Application form)
- > All information for the appropriate property type is provided as specified below.

RESIDENTIAL PROPERTY CHECKLIST

- Application form complete
- If not owner – Agent Authorization Form
- Copy of any appraisal with a valuation date after Jan. 1, 2021
- Copy of any listing of the subject property after Jan. 1, 2021

COMMERCIAL PROPERTY CHECKLIST

- Application form complete
- If not owner – Agent Authorization Application
- Copy of any appraisal with an effective valuation date after January 1, 2018
- Copy of any real estate listing of the subject property after January 1, 2018
- 2018 Audited or Certified Income and Expenses Statements *
- 2019 Audited or Certified Income and Expenses Statements *
- 2020 Audited or Certified Income and Expenses Statements *
- Rent Roll as of December 31, 2020 *

* Reported income data is kept confidential in accordance with the Virginia Code 58.1-3294.

Restaurants and convenience stores are requested to submit gross sales for 2018, 2019 and 2020 *

PROPERTY AND OWNER INFORMATION RECORDED OWNERSHIP

Subject Property Address: _____

Current Assessment: Land _____ Improvement _____ Total _____

Requested Assessment: Land _____ Improvement _____ Total _____

Owner Name: _____

Mailing Address: _____

City, State & Zip: _____

Telephone Number(s) & E-mail: _____

I hereby request a review of the subject property. This review may result in any of the following actions; a decrease in assessed value, no change in assessed value, or an increase in assessed value.

BASIS OF REVIEW REQUEST FAIR MARKET VALUE, EQUALIZATION, ACCURACY OF DATA

Please check A, B or C and provide supporting evidence: You must select at least one and you may select more than one. Additional sheets may be attached. **DOCUMENTATION OF APPLICABLE ASSESSMENT METHODOLOGIES IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED COMPLETE.** Assessments and sales information are available at www.petersburgva.gov/148/City-Assessor and at the City Assessor’s Office.

A The subject property is assessed at more, or at less than the fair market value for January 1.

List the sale(s) of comparable properties that support your assertion.

This information must be provided if you checked A.

Parcel _____ Property Address _____ Sale Price _____
Parcel _____ Property Address _____ Sale Price _____
Parcel _____ Property Address _____ Sale Price _____

B The subject property is not equitably assessed with comparable properties.

List the assessment(s) of comparable properties that support your assertion.

This information must be provided if you checked B.

Parcel _____ Property Address _____ Assessment _____
Parcel _____ Property Address _____ Assessment _____
Parcel _____ Property Address _____ Assessment _____

C The subject property was assessed on the basis of inaccurate property information.

Describe the inaccuracy of the property information (example: incorrect square footage)

This information must be provided if you checked C.

CERTIFICATION

I certify that the descriptions and statements contained in this application are to the best of my knowledge both true and correct. Given under my hand this _____ day of _____, 20_____

Name of Owner/Agent (printed) Signature of Owner/Agent