

# How To Retrieve Information for Notice Requirements

1. Go to the City's website page: <http://www.alexandriava.gov>
2. On the left hand side under "More Information" go to *City Departments*
3. Under City Departments, go to *Real estate Assessment*.
4. Under "Popular Links" go to *Search Property Sales &Data*
5. On the tabs click on "*Search Property Address*"
6. Place address number in the "street number" box and scroll to "street name" box
7. Click on *Property Detail* next to address to retrieve property owner name and address as well as the map-block-lot number (tax ID #). All of this information will be needed to fill out your form for notice requirements.

## Note:

\*The Tax Assessment Map number is the **Map-Block-Lot Number**

\*Applicants must use the Owner Name and Mailing Address as it is written under **General Information and Description**.

|   |                            |  |                                     |            |                        |     |
|---|----------------------------|--|-------------------------------------|------------|------------------------|-----|
| Welcome and Help                              | Search by Property Address | Search by Account Number               | Search by Map Number                |            |                        |     |
| RETURN  | RETURN TO SEARCH RESULTS   | GO TO REAL ESTATE ASSESSMENTS HOME     |                                     |            |                        |     |
| <b>Detailed Property Description</b>          |                            |  |                                     |            |                        |     |
| 301 KING ST<br>ALEXANDRIA, VA                 |                            | SALES CONSIDERED FOR ASSESSMENT        | RECENT SALES AND OTHER TRANSACTIONS | PRINT VIEW | TAX HISTORY & PAYMENTS | MAP |
| Account Number: 12748500                      |                            | Map-Block-Lot Number: 075.01-01-01     |                                     |            |                        |     |
| Primary Property Class: CITY GOVT BLDGS (730) |                            | Study Group: 0890                      |                                     |            |                        |     |
| <b>General Information and Description</b>    |                            |  |                                     |            |                        |     |
| Owner Name:                                   |                            | Mailing Address:                       |                                     |            |                        |     |
| CITY OF ALEXANDRIA                            |                            | P O BOX 178<br>ALEXANDRIA VA 223131500 |                                     |            |                        |     |
| Census Tract: 2019.00                         |                            | Census Block:                          |                                     |            |                        |     |
| Legal Description:                            |                            |  |                                     |            |                        |     |
| CITY HALL                                     |                            |  |                                     |            |                        |     |