2020 Request for Review of Real Estate Assessment

Real estate assessments, property information, sales information, and forms are available on the Office of Real Estate Assessments’ website at alexandriava.gov/realestate.

All Requests must be submitted by March 16, 2020.

NOTE: Please read “INSTRUCTIONS FOR FILING”. The instructions must be adhered to when filing form.
City of Alexandria, Virginia  
Office of Real Estate Assessments  
2020 Request for Review of Real Estate Assessment  

INSTRUCTIONS FOR FILING  

The purpose of this form is to request a review of your assessment by the staff of the Office of Real Estate Assessments. If you feel your property is appraised above or below the fair market value, or that your assessment is not equitable with surrounding properties, or is otherwise erroneous, you may file this form.  

Be as specific as possible as to why you feel that your assessment is 1) above or below fair market value and/or 2) inequitable when compared to like surrounding properties. If you are requesting a review of the primary property class (classification), please provide an explanation on the form. If you are aware of specific sales, which are comparable to your property, or any unusual conditions that affect the fair market value, please include them with this form so that we may consider them in the review process. We also accept photographs. Sales for your assessment Study Group may be viewed on our website: alexandriava.gov/realestate. Only sales occurring prior to January 1, 2020 may be considered to determine the 2020 assessed value; hence, you may only rely on sales occurring prior to January 1, 2020 when preparing your 2020 Request for Review of Real Estate Assessment.  

When filling out this form, please include a telephone number where you can be reached between 8 a.m. and 5 p.m., Monday – Friday; and your email address. It is necessary for our office to have this information in order to set up an appointment for a physical inspection or to discuss the assessed value. All requests for Review of Assessment must be typed or printed legibly on an original form obtained from our office, downloaded from our website, or SUBMITTED ONLINE on our website. Submit a separate Request for Review form for each parcel. Property owners, agents and/or representatives are required to submit all data supporting their reason for a request for review when this form is filed. Completed Request for Review of Real Estate Assessment forms must be submitted to the Office of Real Estate Assessments no later than March 16, 2020. Only those forms received by the Office of Real Estate Assessments or postmarked by the United States Postal Service no later than March 16, 2020 will be accepted.  

If you are an agent for the property owner, you must provide proper authorization from the property owner (not the tenant) to act on their behalf for the current assessment year. You may request instructions from the Office of Real Estate Assessments to ensure your submission of an acceptable authorization. Instructions are also available on our web page at alexandriava.gov/1662. The letter of authorization must accompany your completed form. Make it clear on the form where you want the review results sent or delivered. We will only mail / email results to ONE address.  

For Commercial or income-producing properties, it is very important that an income and expense survey form has been filed with our office. Calendar year 2019 data may be submitted with your review, but please make sure that the information is also submitted during the yearly request of the information. More information regarding income and expense submissions can be found at alexandriava.gov/1664.  

This form is not for a hearing by the Board of Equalization. A separate form is available for that purpose. The Board of Equalization filing deadline is June 1, 2020. A pending review by the Office or appeal to the Board of Equalization does not change the due date for real estate tax payments. The length of time to receive the results of the Review will vary, depending on the property type and the total number of requests received by the Office. If the Review results exceed June 1, extensions to file appeals will be granted.  

MAILING ADDRESS:  
Office of Real Estate Assessment Assessments  
P.O. Box 178  
Alexandria, Virginia 22313-1501  

OFFICE LOCATION:  
City Hall, 301 King Street  
Room 2600  
Alexandria, Virginia 22314  

Real estate assessments, property information, sales information, and forms are available online at: alexandriava.gov/realestate  

CONTACT INFORMATION:  
Phone: 703.746.4646  
email: realestate@alexandriava.gov
Name of Owner ____________________________________________________________________________________

Property Address ___________________________________________________________________________________

Mailing Address _____________________________________________________________________________________

I, (we), hereby apply for a review of assessment for the following reasons:

Please explain (use additional sheets if necessary): __________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

and/or, the classification is inaccurate: __________________________________________________________

State your opinion of the Fair Market Value as of January 1, 2020. $ ________________________________

I (we), the undersigned, hereby verify that the information given is correct to the best of my (our) knowledge.

______________________________________________ _____________________________________________
Signature Owner / Agent      Signature Owner / Agent

__________________________________________________  __________________________________________________
Print Name Owner / Agent      Print Name Owner / Agent

Date: _____________  E-mail address: _________________________________________________________________

Telephone: (work) (____)____________________      (home) (____)_______________________

Do you wish to have an appraiser:

□ Make a physical inspection of the property? □ yes □ no
□ Contact you to discuss the current appraised value at the above phone number? □ yes □ no

I, (we), wish to have all correspondence related to this Review sent to:

(Check only one box. We will only mail/email results to one address.)

□ Property address  □ Mailing address  □ other mailing address (provide below)  □ E-mail address (provide below)
### Appraiser’s Notes:

**Owner Contacted:** Yes □ No □ Date: _____________________________

**Telephone Notes:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Field Inspection:** Date: ___________________________ Time: ___________________________

**Inspection Notes:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

### Appraiser Changes:

**Property Characteristic Changes to RealWare:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Notification Instructions:**

________________________________________________________________________
________________________________________________________________________

**Letter Type:** ____________________________

**Special Notification Instructions:**

________________________________________________________________________
________________________________________________________________________

**Special Letter File path:** __________________________

**Appraiser:** ____________________________ Date: __________________________

**Appraiser Supervisor:** __________________________ Date: __________________________

**Property Characteristic changes checked:** Land: __________________________ Bldg: __________________________

**Real Estate Assessor (letter):** __________________________ Date: __________________________

□ Please Enclose Study Group Sales □ Please Enclose Other document/page number:

### Administrative Use Only:

**RealWare Changes**

□ Improvement value changed

□ Land value changed

Initials: ______________ Date: ______________

**REAVCS Data Entry**

Review Number __________________________

Tax Adjustment Number __________________________

Reason Code Entered __________________________

Initials: ______________ Date: ______________

**Notification**

□ Letter sent Date: ______________

□ Study Group Sales enclosed

□ Other – specify: __________________________

Initials: ______________ Date: ______________

**Final Check**

□ Total values match in REAVCS

□ Check effective date entered

□ Check value in RealWare

□ Check received, assigned and completed dates entered

□ Check owner opinion of value entered

Initials: ______________ Date: ______________