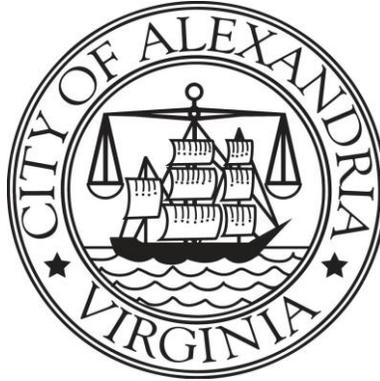


**NOTE: Please read “INSTRUCTIONS FOR FILING”.**  
**The instructions must be adhered to when filing form.**



## **Department of Real Estate Assessments**

**Contact Information:**

703.746.4646 (Voice)  
703.746.4180 (to request review form)  
[realestate@alexandriava.gov](mailto:realestate@alexandriava.gov) (e-mail)

**Office Location:**

301 King Street, Room 2600  
City Hall  
Alexandria, Virginia 22314

# **2011**

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# **Request for Review of Real Estate Assessment**

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Real estate assessments, property information, and sales information are available on the Department of Real Estate Assessments web site at [alexandriava.gov/realestate](http://alexandriava.gov/realestate) .

You may also reach us via e-mail at [realestate@alexandriava.gov](mailto:realestate@alexandriava.gov) .

Forms may also be printed from the City's web site at [alexandriava.gov/realestate](http://alexandriava.gov/realestate) .

**All Requests Must Be Filed By April 1.**

**City of Alexandria, Virginia**  
**Department of Real Estate Assessments**  
**2011 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 Department 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 your classification, please explain on 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 these with your review so that we may consider them in the review process. Sales for your assessment neighborhood may be viewed on our website at [alexandriava.gov/realestate](http://alexandriava.gov/realestate) . **Only sales occurring prior to January 1, 2011 may be considered in arriving at the assessed value; hence, you may only rely on sales occurring prior to January 1, 2011 when preparing your 2011 Request for Review of Real Estate Assessment.**

When filling out this form, please include a telephone number(s) where you can be reached between 8:00 a.m. and 5:00 p.m., Monday – Friday; and your e-mail address. It is necessary for our office to have this information in order to set up an appointment for a physical inspection or for discussing the appraised value. All requests for Review of Assessment must be typed or printed legibly on an original form obtained from our office or downloaded from the web site. Use a separate Request for Review form for each parcel. **Property owners, agents and/or representatives are required to submit all data that supports their reason for a request for review when this form is filed.** Completed Request for Review of Real Estate Assessment forms must be returned to the Department of Real Estate Assessments no later than **April 1**. Only those forms received in the Department of Real Estate Assessments or postmarked by the United States Postal Service no later than **April 1** 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 Department of Real Estate Assessments to ensure your submission of an acceptable authorization. Instructions are also available on our webpage at [http://www.alexandriava.gov/city/realestate/reauthreqs\\_new.html](http://www.alexandriava.gov/city/realestate/reauthreqs_new.html) **The letter of authorization must accompany your completed form.** Make it clear on the form where you want the review results mailed. **We will only mail / e-mail results to ONE address.**

If the property to be reviewed is an **income-producing property** (e.g., apartment building, office building, shopping center, retail, warehouse, etc.), and you did not submit a statement of income and expense for calendar year 2009 to the Department of Real Estate Assessments when requested, we will not allow you or your representative to base your premise for review on income and expense information from calendar 2009.

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 July 1. **A pending review by the Department or appeal to the Board of Equalization does not change the due date for real estate taxes.**

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

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

Real estate assessments, property information, and sales information are available  
on the web site at [alexandriava.gov/realestate](http://alexandriava.gov/realestate)

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## 2011 REQUEST FOR REVIEW OF REAL ESTATE ASSESSMENT

(For ONE parcel ONLY.)

Map No.	Block	Lot
Account No.	Date	
<b>2010 ASSESSED VALUE</b>		
Land	Building	Total
<b>2011 ASSESSED VALUE</b>		
Land	Building	Total

For Office Use Only	
Abstract Code:	_____
Neighborhood:	_____
Account Manager:	_____
Appeal #:	_____
Authorization Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2011 Written authorization submitted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Revised Assessment:	
Land:	_____
Building 1:	_____
Building 2:	_____
Total Building:	_____
Total Assessment:	_____

Name of Owner \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address (if different than property 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, 2011. \$** \_\_\_\_\_  Entered

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; OR

Contact you to discuss the current appraised value?  yes  no

I, (we), wish to have all correspondence related to this Review sent to: **(check only one box)**

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 (send appeal form, neighborhood sales, etc.) \_\_\_\_\_  
\_\_\_\_\_

Special Letter Filepath: \_\_\_\_\_  
\_\_\_\_\_

Appraiser: \_\_\_\_\_ Date: \_\_\_\_\_

Sr. Appraiser / Division Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Property Characteristic changes checked: Land \_\_\_\_\_ Bldg: \_\_\_\_\_

Director / Deputy Director (letter): \_\_\_\_\_ Date: \_\_\_\_\_

## Administrative Use Only:

### (1) RealWare Changes

- Land Abstract Override entered
- Improvement Market Override entered
- Correction type entered

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### (2) REAVCS Data Entry

Tax Adjustment Number \_\_\_\_\_

Reason Code Entered \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### (3) Notification

- Letter sent  Study Group Sales enclosed
- Board of Equalization Appeal form enclosed
- Other – specify: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### (4) REAVCS entry

- Received, assigned and completed dates entered

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### (5) Tax Adjustment Signed

Reason Code: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

### (6) Final Check

- Notification Letter sent
- Value Change History checked
- Verified tax adjustment sent to Treasury

Initials: \_\_\_\_\_ Date: \_\_\_\_\_