

2020 Application for Review of Real Estate Assessment

INSTRUCTIONS

*Please read the instructions carefully before submitting your application.
Save this page and a copy of your completed Application for Review of Real Estate Assessment.*

DEADLINE: Appeals and supporting documentation must be postmarked by **February 26, 2020** or hand delivered to the Office of Real Estate Assessments by 4:30 p.m. on **February 26, 2020**. **No additional material will be accepted after the deadline. No fax or email submissions will be accepted.** Any appeal not timely filed shall not be considered (Spotsylvania Code [21-111](#)).

Please note, neither financial impact nor the rate of value change is by itself sufficient grounds for appeal. As required, the assessment is an estimate of fair market value as of January 1st. We welcome appeals based on factual discrepancies or demonstrable issues of uniformity or fair market value.

The Assessment is presumed to be correct. The burden is on the taxpayer to show that the property is assessed at more or less than its fair market value as of January 1st, that the assessment is not uniform in its application, that it is otherwise not equalized, or that there are mistakes of fact. The taxpayer must produce evidence that the assessment is erroneous and was not arrived at in accordance with generally accepted appraisal practice.

An application includes a fully completed form with a statement describing the error you believe Spotsylvania County made in determining the value of your property. Supplemental evidence to support your claim should also be included. All written materials you intend to present as evidence supporting your case **MUST** be submitted by **February 26, 2020**. No additional written material, visual presentations, and other supporting evidence, with the exception of maps and photographs, will be accepted after the deadline. All Applications should be neatly typed or printed, and supporting documents clearly marked with applicant's **Rctegif**!. The taxpayer will be notified in writing of the final decision at the end of March 2020.

Any written correspondence should include the **Parcel ID** of the subject property and include a day and evening telephone number where you may be reached. Written inquiries will receive the same consideration as appointments.

CHECKLIST

Have you ...

Signed the original application?

Kept this instruction sheet and a copy of your application? (Do not mail this instruction page.)

Filled in all lines of the Application including property information and owner/application information?

Checked the appropriate boxes under Reasons for Appeal?

Clearly printed all telephone numbers?

Put your property Parcel ID on all pages of the Application and supporting information?

Kept a copy of all documents for your files?

