

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?



20&\$ REAL ESTATE ASSESSMENT APPEAL APPLICATION

Spotsylvania County
Office of Real Estate Assessments
9104 Courthouse Road
P.O. Box 939
Spotsylvania, VA 22553-0939

(540) 507-7777
www.spotsylvania.va.us

Parcel ID

Tax Office Use Only NBHD #: _____
Appeal Number: _____
Assigned to Appr: _____ Date Recvd: ___ / ___ / ___

APPEAL DEADLINE IS FEBRUARY 28, 2042

Any appeal not timely filed shall not be considered (Spotsylvania Code 21-111)

Address of Property Being Appealed:			
Property Location (Subdivision):			Property Zip Code:
Building Name (if any):			
Name of Owner(s) on January 1st:			
2020 Assessment Notice Values:	Land \$	Building \$	Total \$

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 1, 20&\$. We welcome appeals based on issues such as factual discrepancies or demonstrable issues of uniformity or fair market value. Please select your appeal basis (you must select at least one):

FAIR MARKET VALUE: This property is assessed greater or less than its Fair Market Value as indicated by a review of comparable properties. (see page 2)
LACK OF UNIFORMITY: This property assessment is out of line generally with similar properties. (see page 2)
ERRORS IN PROPERTY DESCRIPTION: Assessment is based upon inaccurate information concerning this property such as lot size, square footage, condition of property, flood plain, topography, zoning, etc. List accurate property characteristic details on the reverse side of this form.

OWNER/APPLICANT INFORMATION (must be completed by all owners or applicants)

<i>Based on this appeal information, I believe the proper assessment of this property as of January 1, 20&\$ should be:</i>		
Land \$	Building \$	Total \$
I hereby certify that the facts contained herein and attached hereto are true, accurate, and correct to the best of my knowledge and belief.		If applicant is not the owner of record, this application must include an original Letter of Authorization from the owner, signed prior to date of application, either notarized or on owner's commercial letterhead. Two most recent annual income/expense surveys along with current rent roll <u>must be submitted with appeals on income producing properties.</u>
Given under my hand this _____ day of _____, 20_____		
Signature of Applicant/Owner: _____		
Print name of Applicant/Owner: _____		
Phone: Day () _____ Eve/Cell () _____		
E-Mail _____		
Applicant/Owner Mailing Address (if different from property address): _____		
CHECK ONE: I AM THE OWNER OF RECORD I AM NOT THE OWNER OF RECORD		

Property Address:
Parcel ID Reference:

Physical characteristics of property being appealed (please verify all - 'N/A' if not applicable):				
Year Built:			Total fireplaces (incl bsmt):	Gas: Wood:
Built by:			Type of heating system:	
Final cost to build (if less than 10 years old):	\$	Central air conditioning		Yes No
Year remodeled & cost:	Year	\$	Basement:	No Yes 1/4 1/3 1/2 2/3 3/4 Full
Kitchen remodeled & cost:	Year	\$	Basement/Lower level finish: % or Square Feet	
Bath/baths remodeled & cost:	Year	\$	Utilities:	Central Water Central Sewer Well Septic
Total number of bedrooms:	COMMENTS: (attached additional sheet if necessary)			
Total number of full bathrooms w/tub/shower (incl bsmt):				
Total number of half bathrooms (incl bsmt):				

Sale information on property being appealed:				
Most recent sale: Date:	Price \$	Regular Sale	Short Sale	Bank Owned
Auction	Family Sale	For Sale by Owner	Gift	Inheritance
Has the property under appeal been listed for sale in the last 3 years?		No	Yes	Provide date & price: \$
If currently for sale, how long on market:		Original List Price \$		Currently asking: \$
Has the property under appeal been professionally appraised in the last 3 years?		Yes	No	
(List appraised value and date. Submitting a copy of the appraisal may help expedite our review):				

Comparable Properties (attach additional pages if you wish to submit more than 2 comparables):
Provide information below relating to properties whose characteristics, assessments, or sales prices support your assessment appeal. Sales in 2018 and 2019 can be considered for the 1/1/2020 reassessment; however sales that occur in 2020 are not yet relevant. Sales after 1/1/2020 will be factored into the next reassessment in 2022. See below on "How to Receive Assistance and Research Comparable Properties."

Comparable #1:			
Map Reference #:	Property Address:		
Assessed Value:	Land \$	Improvement/Building \$	Total \$
Sale Date:	Sale Price: \$	Land Area:	Zoning:
Year Built:	# Stories:	Style:	Model Name:
State how this property supports your appeal (sale price, uniformity, etc.):			

Comparable #2:			
Map Reference #:	Property Address:		
Assessed Value:	Land \$	Improvement/Building \$	Total \$
Sale Date:	Sale Price: \$	Land Area:	Zoning:
Year Built:	# Stories:	Style:	Model Name:
State how this property supports your appeal (sale price, uniformity, etc.):			

Applicant Remarks (attach additional pages if more space is required):

Appeals may result in values being **affirmed or adjusted upward or downward** to establish a fair and equitable assessment of the property. You will be provided with written notification of the results of the review at the end of March 2020.

HOW TO RECEIVE ASSISTANCE AND RESEARCH COMPARABLE PROPERTIES:

- 1) Access Spotsylvania County records at www.spotsylvania.va.us/502/assessment-office
 - 2) Visit County libraries for a complete listing of all proposed assessments in alphabetical and Parcel ID order;
 - 3) Call the Assessment Office, Monday through Friday, between 9:00am and 3:00pm (540) 507-7777;
 - 4) Visit the Assessment Office located at 9104 Courthouse Rd, Spotsylvania, VA. (Holbert Building, 2nd Floor) or the Real Estate Office (Holbert Building, 1st Floor).
- (Recommended: Visit the County Assessment website or local libraries first to avoid a possible lengthy wait to access/research assessment information.)