City Assessor’s Report

June 4, 2019
ASSESSOR'S OFFICE
Brian E. Gordineer, AAS – City Assessor

APPLICATIONS & FORMS

Applications
- Exemption by Classification Application
- Rehabilitation Exemption Application
- Supplemental or Land Appeal Application
- Damage Tax Abatement Application

Forms
- Agent Authorization Form
- Change of Mailing Address Request Form

City Assessor’s Office – Petersburg, Virginia

Review of Supplemental Assessment or Land Assessment Application

This form must be completed and filed with the City Assessor’s Office within 60 days of the change of assessment notice date for a supplemental assessment or new land assessment to be considered for an Office Review. Mail to 133 N. Union St., Suite 101, Petersburg, VA 23803 or email to bge@petersburg-va.org. Applications must include all attachments at the time of submission. Additional materials may not be added without reinstallation of the online application.

A separate application must be filed for each separately assessed parcel.

An application will be considered complete only when:

- All “Property and Ownership Information – Recorded Ownership” is filled out, including proposed assessed value
- Supporting evidence is provided for A, B, C, and/or D under the “Status of Review”
- The form is signed by an owner or authorized agent. Anyone other than the recorded property owner must have an Agent Authorization Application form
- All information for the appropriate property type is provided as specified below.

RESIDENTIAL PROPERTY CHECKLIST

Application form complete
If not owner – Agent Authorization Form
Copy of any appraisal with a valuation date after Jan. 1, 2017
Copy of any listing of the subject property after Jan. 1, 2017

COMMERCIAL PROPERTY CHECKLIST

Application form complete
If not owner – Agent Authorization Application
Copy of any appraisal with an effective valuation date after January 1, 2015
Copy of any real estate listing of the subject property after January 1, 2015
2015 Audited or Certified Income and Expenses Statements *
2015 Audited or Certified Income and Expenses Statements *
2017 Audited or Certified Income and Expenses Statements *
Rent Roll as of December 31, 2017 *

* Reported income data is kept confidential in accordance with the Virginia Code 85.1-229.

PROPERTY AND OWNER INFORMATION – RECORDED OWNERSHIP

Subject Property Address:
Current Assessment: Land __________ Improvement: __________ Total: __________
Requested Assessment: Land __________ Improvement: __________ Total: __________
Owner Name: __________________________
Address: __________________________
City, State & Zip: __________________________
Telephone Number(s) & E-Mail: __________________________

I hereby request a review of the subject property. Tax review may result in any of the following actions: an increase in assessed value, no change in assessed value, or a decrease in assessed value.

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Revised: 10/3/2016
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Fundamentals of Real Property Appraisal
Appraisal of Land
Principles and Techniques of Cadastral Mapping
GIS

GIS ANALYST
Carter Chassey