

# Office Review – to the City Assessor's Office

This form must be completed and filed with the necessary attachments to the City Assessor's Office **by March 1 or within 30 days of the change of assessment notice date**, whichever is later, to be considered for an Office Review. Mail to 135 N. Union St. – Suite 301, Petersburg, VA 23803 or email to [cgreen@petersburg-va.org](mailto:cgreen@petersburg-va.org). **Applications must include all attachments at the time of submission. Additional materials may not be added without resubmission of the entire 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 or C under the "Basis of Review"
- > The form is signed by an owner or authorized agent (Anyone other than the recorded property owner must file 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, 2020
- Copy of any listing of the subject property after Jan. 1, 2020

**COMMERCIAL PROPERTY CHECKLIST**

- Application form complete
- If not owner – Agent Authorization Application
- Copy of any appraisal with an effective valuation date after January 1, 2017
- Copy of any real estate listing of the subject property after January 1, 2017
- 2017 Audited or Certified Income and Expenses Statements \*
- 2018 Audited or Certified Income and Expenses Statements \*
- 2019 Audited or Certified Income and Expenses Statements \*
- Rent Roll as of December 31, 2019 \*

\* Reported income data is kept confidential in accordance with the Virginia Code 58.1-3294.

Restaurants and convenience stores are requested to submit gross sales for 2017, 2018 and 2019 \*

**PROPERTY AND OWNER INFORMATION    RECORDED OWNERSHIP**

Subject Property Address: \_\_\_\_\_

Current Assessment: Land \_\_\_\_\_ Improvement \_\_\_\_\_ Total \_\_\_\_\_

Requested Assessment: Land \_\_\_\_\_ Improvement \_\_\_\_\_ Total \_\_\_\_\_

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone Number(s) & E-mail: \_\_\_\_\_

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

**BASIS OF REVIEW REQUEST FAIR MARKET VALUE, EQUALIZATION, ACCURACY OF DATA**

Please check A, B or C and provide supporting evidence: You must select at least one and you may select more than one. Additional sheets may be attached. **DOCUMENTATION OF APPLICABLE ASSESSMENT METHODOLOGIES IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED COMPLETE.** Assessments and sales information are available at [www.petersburgva.gov/148/City-Assessor](http://www.petersburgva.gov/148/City-Assessor) and at the City Assessor's Office.

**A The subject property is assessed at more, or at less than the fair market value for January 1.**

List the sale(s) of comparable properties that support your assertion.

**This information must be provided if you checked A.**

Parcel \_\_\_\_\_ Property Address \_\_\_\_\_ Sale Price \_\_\_\_\_

Parcel \_\_\_\_\_ Property Address \_\_\_\_\_ Sale Price \_\_\_\_\_

Parcel \_\_\_\_\_ Property Address \_\_\_\_\_ Sale Price \_\_\_\_\_

**B The subject property is not equitably assessed with comparable properties.**

List the assessment(s) of comparable properties that support your assertion.

**This information must be provided if you checked B.**

Parcel \_\_\_\_\_ Property Address \_\_\_\_\_ Assessment \_\_\_\_\_

Parcel \_\_\_\_\_ Property Address \_\_\_\_\_ Assessment \_\_\_\_\_

Parcel \_\_\_\_\_ Property Address \_\_\_\_\_ Assessment \_\_\_\_\_

**C The subject property was assessed on the basis of inaccurate property information.**

Describe the inaccuracy of the property information (example: incorrect square footage)

**This information must be provided if you checked C.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION**

I certify that the descriptions and statements contained in this application are to the best of my knowledge both true and correct. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Name of Owner/Agent (printed)

\_\_\_\_\_  
Signature of Owner/Agent