



FY 2016 BOARD OF EQUALIZATION APPLICATION FORM

City of Poquoson
Office of the City Assessor
 500 City Hall Avenue
 Poquoson, Virginia 23662

Telephone: (757) 868-3080
Email: Robert.Faison@poquoson-va.gov

Tax Map Number

ASSESSOR OFFICE USE ONLY
Appeal Number: _____
Date Due: ___/___/___

***** **APPEAL DEADLINE IS JULY 2nd, 2015** *****

FIVE COMPLETE COPIES OF THIS APPLICATION MUST BE MADE AND RETURNED TO THE ASSESSOR'S OFFICE BY THE CLOSE OF BUSINESS ON JULY 2, 2015

Address of Property Being Appealed:
Building Name (if any):
Property Owner's Names:
2013 Assessment Notice Values :
Land: _____ Improvements: _____ Total: _____

Under state law, financial impact and/or the rate of value change is not sufficient grounds for appeal. As required, the city's assessment is an estimate of fair market value as of July 1, 2015. Appeals should be based on at least one of the three categories noted below. Check one or more for your appeal basis.

<input type="checkbox"/>	Fair Market Value: This property is assessed greater or less than its Fair Market Value as indicated by a review of comparable properties (See reverse form)
<input type="checkbox"/>	Lack of Uniformity: This property is assessment is out of line generally with similar properties

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

<i>Based upon this appeal information, I believe the proper assessment of this property as of July 1, 2015 should be</i>		
Land: _____	Improvements: _____	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.		
Given under my hand this _____ day of _____, 20____		
Signature of Applicant/Owner: _____		
Print Name of Applicant/Owner: _____		
Phone: Day: () _____ Other: () _____ 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		

If applicant is not the owner of record, application must include an Original Letter of Authorization from the owner, signed prior to date of application, wither 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>
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Sale information on Property Being Appealed:

Most recent sale date and price:

Has the property been under appeal been listed for sale in the last 3 years (yes or no– provide dates and prices)

Has the property under appeal been professionally appraised in the last 3 years (list appraised value and date; **submitting a copy of the appraisal may help expedite the review**).

Comparable Properties (attach additional pages to submit more comparables or other comments):

Provide information below relating to properties with characteristics, assessments of sales prices that support your assessment appeal.

Property Address	Comparable #1	Comparable #2	Comparable #3
Tax Map Number:			
Land Assessed Value:			
Improvement Assessed Value:			
Total Assessed Value:			
Sale Date:			
Sale Price:			
Style:			
Model Name:			
Comments: (attach additional pages if necessary)			

Would prefer a phone meeting Schedule a face to face meeting

You will receive a written response to your appeal (whether the assessment is affirmed, or if adjustments are made either up or down). You have a right to examine in our office, the property appraisal cards; working papers used to derive the assessment of your property, if any; and, any available information regarding the methodology employed in the calculation of your property’s assessment.

DECISION OF THE BOARD OF EQUALIZATION

TO THE OFFICE OF THE ASSESSOR OF THE CITY OF POQUOSON:

At a meeting of the Board of Equalization of the City of Poquoson, held on the _____ day of _____, 20___,

It was recommended that the assessment on the above described property be _____ to read as follows:
(affirmed, decreased, increased)

Current Value of Land	Current Value of Improvements	Current Total Value
Recommended Value of Land	Recommended Value of Improvements	Recommended Total Value

Chairman:

Secretary: