

## Appeal Procedures

You must complete the Board of Equalization (BOE) application explaining why you believe your assessment is incorrect, and you must include supporting documentation. Follow these guidelines to submit your appeal:

Appeal applications, including all written evidence, must be delivered to the BOE or postmarked by May 1, 2017; if the filing deadline falls on a Saturday, Sunday or holiday, the deadline is the following business day. All parts of the appeal must be neatly typed and submitted to the BOE as **an original plus four copies**.

- **No additional evidence will be accepted at the public hearing.**
- If the taxpayer, or in the case of corporations, etc, the officer, is not preparing and will not be present during the appeal, an original letter of authorization, duly notarized, must be included in the appeal package.
- The Board of Equalization is a body appointed by the Circuit Court. It is completely independent of the City of Manassas, Commissioner of Revenue, Real Estate Assessments division. As such, Letters of Authorization (L.O.A.) are **not** transferrable between the two parties. The Board requires its own **original** L.O.A. Faxes, facsimiles and emails are not acceptable on the original filing, but are acceptable for the Board's required additional copies of the original submission.

**Note:** Incomplete applications will be returned to the sender and the May 1nd deadline **not extended** due to same.

**Phone:** (703) 257-8229

**Hours:**

8:30 am – 4:30 pm

Monday – Friday

**Mailing Address:**

Board of Equalization

City of Manassas

PO Box 125

Manassas, VA 20108-0125

**Address for hand-delivery:**

9027 Center St

Room 104

Manassas, VA 20110

2017

APPEAL OF REAL ESTATE ASSESSMENT

2017

ACCOUNT NUMBER			(This form to be used for one parcel only)		DATE
MAP NUMBER	DOUBLE CIRCLE #	BLOCK NUMBER	LOT NUMBER		OFFICE USE ONLY
					DATE RECEIVED

CURRENT ASSESSED VALUE		
LAND	BUILDING(S)	TOTAL
PRIOR ASSESSED VALUE		
LAND	BUILDING(S)	TOTAL

NAME OF OWNER(S) \_\_\_\_\_  
 PROPERTY ADDRESS \_\_\_\_\_ LOT SIZE \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_

SALE PRICE (IF PURCHASED WITHIN PAST 5 YEARS) \_\_\_\_\_ SALE DATE \_\_\_\_\_

I (We), hereby apply for a hearing before the Board of Equalization and Assessment Review for the following reasons (check all that apply):

- 1. The new assessment is in excess of the Market Value of the property as of January 1 of this year.
- 2. The new assessment is inequitable as compared to like surrounding properties.
- 3. Other (EXPLAIN FULLY). Attach additional sheets if necessary for comparables/further explanation

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

All relevant information to support your position of appeal for a corrected assessment must accompany this form, postmarked by the deadline of May 1, 2017.

You will receive a copy of the City's rebuttal two weeks prior to the scheduled Board Hearing date.

State your conclusion of Fair Market value as of January 1, 2017: \_\_\_\_\_

Owner/Agent Signature \_\_\_\_\_ Date \_\_\_\_\_ Owner/Agent Printed Name \_\_\_\_\_

Contact Number(s): Work: \_\_\_\_\_ Home: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_

I (We) wish to have the results of this appeal mailed to: \_\_\_\_\_

I (We) or my representative will be appearing at the Board Hearing (circle one): Yes No

**APPEAL DEADLINE IS MAY 1, 2017**